



## Notice of Internship

<b>Title:</b>	Natural Resources Internship
<b>Location:</b>	Duke Farms, Hillsborough, NJ
<b>Reports to:</b>	Manager of Habitat Restoration
<b>Status:</b>	Seasonal Internship
<b>Suggested</b>	Environmental Studies, Environmental Science, Natural Resource
<b>Field(s) of Study</b>	Ecology, Natural Resource Management

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Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

### **INTERNSHIP PROGRAM OVERVIEW**

Duke Farms offers several internships for individuals interested in pursuing careers in conservation, natural resources, parks management, environmental education, historic site management, and trades. Internships are open to adults over 18 years of age, including recent graduates, experienced individuals, and those looking to obtain new skills.

Internships with Duke Farms provide education, training, and practical work experience to prepare interns for a career in their respective field, while also gaining valuable skills such as communication, working with a team or cohort, problem solving, and non-profit professionalism. Compensation is \$15/hour and housing may be available on a case-by-case basis.

### **JOB SUMMARY**

The Natural Resources Intern will assist the Duke Farms Stewardship Team in achieving departmental goals which aim to establish healthy natural systems that benefit and promote native flora and fauna. These goals are achieved by implementing practices primarily derived from the Duke Farms Land Stewardship Plan and include but are not limited to; assisting in the management of natural areas by removing invasive species and installing native plant populations, maintaining and improving balance between ecological and human oriented property features such as trail systems, road systems and lake system shorelines/spillways, contributing to native plant propagation by assisting native nursery staff, and occasional monitoring of wildlife.

## **ESSENTIAL INTERNSHIP FUNCTIONS**

- Invasive plant species removal and management via hand work, mechanical removal, and herbicide application;
- Aid in the restoration of high priority habitats throughout the property;
- Assist with necessary maintenance and repair of exclusionary fence systems;
- Work to facilitate native plant propagation operations;
- Perform occasional wildlife survey;
- Work with various team members to help maintain the beauty and value of our property in a way that benefits both our visitors and the wildlife at Duke Farms;
- Be comfortable working with Zoom and in various indoor and outdoor settings;
- Have the ability to be flexible and to have a positive attitude;
- Represent Duke Farms proudly and professionally at all times;
- Knowledge of native and invasive plant species common to the area including identification and phenology skills, avian identification skills and experience in natural resources desired, but not required;
- Perform other related work as required;

## **QUALIFICATIONS**

- Be an adult over 18 years of age who has general biology, ecology or environmental studies interest, education, skills and/or experience;
- Be able to work in a variety of outdoor/seasonal conditions including but not limited to heat, cold, sun exposure and wet weather and must be aware of and comfortable with potential exposure to poison ivy, ticks, mosquitoes and other such seasonally relevant job-related factors;
- Be able to lift/carry up to 50lbs;
- Be able to report to work Mon-Fri from the hours of 6:30AM-3:00PM;
- Be familiar with Duke Farms or other similar natural and stewarded areas;
- Be well organized, have strong attention to detail and be an effective communicator with other staff;
- Be self-motivated with team player mentality and have the ability to work cooperatively and positively with others;
- Have a good judgement to solve problems and make decisions while working independently;
- Possess a valid driver's license and clean driving record;
- Ability to take direction and ask questions as necessary;
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity;

## HOW TO APPLY

Send resume with cover letter to [interns@dukefarms.org](mailto:interns@dukefarms.org). Include your last name followed by “Natural Resources Intern” in the subject line.

No phone calls or in-person applications, please.

*The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*