

# **Rubenstein School of Environment and Natural Resources**

## **University of Vermont**

### **Perennial Summer Internship Program - 2024**

**Internship Title:** The Regional Conservation Partnership Program (RCPP) Liaison

**Internship Site:** Hybrid Internship - 1 National Life Drive, Montpelier, VT; serviced by the CCTA Regional bus service (<http://cctaride.org/bus-routes-schedules>).

#### **Description:**

The RCPP Liaison will work within the Department of Environmental Conservation's (DEC) Clean Water Initiative Program (CWIP), leading a communication project for the Regional Conservation Partnership Program (RCPP). RCPP is a \$10M grant DEC received from the US Department of Agriculture to accelerate the implementation of forestry and agriculture best management practices across the state. The DEC was recently awarded an additional \$10M to continue this work through 2029.

The RCPP Liaison will help lead a communication effort to highlight the success of RCPP, explore opportunities for education and outreach, and develop a tool that will aid landowners in choosing the best funding program for their individual needs. The RCPP Liaison will work closely with the Agricultural Grant Program Coordinator and Agricultural Water Quality Section Chief within the CWIP, to learn a multi-faceted program that interacts with state and federal water quality partners across Vermont.

This unique opportunity will provide a better understanding of grant and project management, foster communication skills, and offer both office and field experience, working at the DEC and visiting project sites. The work conducted through this internship will result in broader outreach of the RCPP program and projects being developed, clearer communication throughout the application process, and result in an overview that will be included in DEC's Final RCPP Report.

#### **Desired qualifications/skills/coursework:**

The ideal candidate will have:

- Background knowledge on agricultural and forestry operations and their relationship to water quality and natural resource issues.
- Excellent interpersonal skills, with the ability to coordinate amongst internal and external partners.
- An interest in design, website editing, and developing outreach materials with a focus on plain language.
- Desire to work on a team with the capacity to ask questions and take initiative for independent work.
- Experience with standard office software including Word, Excel, and PowerPoint.
- An interest in project management with the ability to learn multiple programs, their needs, and how they interact with one another.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. \***

**Supervision:** Kait Jones (she/her), Agricultural Grant Program Coordinator

**Start and End Dates:** May 20th – August 12th, 2024 (exact start/end dates are negotiable)

**Total Hours:** 20 hours/week for 12 weeks

**Compensation:** \$18/hour

**How to apply:**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the great Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to three Perennial Internships.
- All applications are due by **11:59pm, on Monday, February 5th, 2024.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as pdfs. The following are the required documents:

- Resume
- Cover Letter

i. You should write and upload a unique cover letter for each position to which you are applying.

ii. In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing.** When you ask your recommender

if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 5th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2024): [rsenrsab@uvm.edu](mailto:rsenrsab@uvm.edu)
- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:  
Meghan Young – Tuesdays, 10:00am-12:00pm, Aiken 219 Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub  
Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.