

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Darlene Edge, Lands Program Manager

ADDRESS: 1522 9th Avenue, P.O. Box 200701

CITY: Helena

STATE: MT

ZIP: 59620

PHONE: 406-444-4042

EMAIL ADDRESS: dedge@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 19, 2018

APPLICATION DEADLINE: Friday, March 2, 2018 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Land Conservation/GIS Intern

OF POSITIONS: 1

LOCATION(S): Helena, MT

WORK START/END DATES: May 30, 2018 to December 31, 2018 (Flexible)

HOURS/WEEK: 20-25 per week (Flexible)

TRAINING/ORIENTATION DATES: Upon start date

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): \$11.00/hour

Position will be based in Helena.

Vehicle and per diem provided if travel is required. All equipment necessary to perform the responsibilities of the position will be provided.

POSITION DESCRIPTION: This Land Conservation/Geographic Information System (GIS) Intern position is with Montana Fish, Wildlife, & Parks (FWP), Lands Unit. The Lands Unit provides statewide real estate services for the Department, including the acquisition of land, conservation easements and rights of way; stewardship of conservation easements; administration of property leases; property tax payments to counties; archival management of real estate records; production of reports on real-property interests; and mapping and geographic information services related to the FWP land portfolio.

This position would be assigned two specific projects. One would be to complete an interactive road layer map for FWP's Fish Creek Wildlife Management Area and

additional Wildlife Management Areas, as time allows, using ArcGIS 10.1 software and Excel. The second project would be to research FWP Land records to provide updated and more accurate and complete information to the GIS/Database Analyst in order to improve the Lands Information System. The successful applicant will work closely with the Realty Specialist to interpret documents associated with real estate ownership and types of easements.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Education:

- Completion of two (2) years of college and current enrollment in a college program leading to a Baccalaureate Degree or higher in Biology, Ecology, Geography, Cartography, Environmental Resource Management, or other Natural Resources related field or GIS
- Working knowledge of ArcGIS 10.1 software and database management is required
- Proficient in Microsoft Word and Excel
- Excellent oral and written communication skills and independent work skills is highly desired

Licensure and/or Certification:

- Valid Driver's License at the time of application.

PERSONAL QUALITIES:

- Commitment to the goals and mission of Montana Fish, Wildlife and Parks
- Positive attitude and dedication to a quality work project, including careful attention to detail
- Flexibility to handle changing circumstances and unpredictable changes in work
- Interest in learning new skills and subjects
- Team player with willingness to occasionally undertake mundane tasks for the good of the work group
- Discretion to handle confidential and sensitive materials
- Willingness to accept assignments, direction, supervision and new challenges

Learning Objectives:

- Increase knowledge and skill in using GIS software
- Analytical skills to solve problems using the GIS suite of tools
- Know how to research FWP Land records for information and identify essential information, and validate the information
- Use and develop computer programs to solve problems.
- Acquire hands on experience using GIS with natural resources information

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Please submit resume, cover letter explaining applicable skills and GIS experience and at

least three references to:

Darlene Edge
Montana Fish, Wildlife, & Parks
Attn: Lands Unit
P.O. Box 200701
Helena, MT 59620-0701

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE (I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Intern will be expected to obtain their own housing in Helena. All work materials (computer, workspace, etc.) will be provided. If travel is necessary a State vehicle, meals and lodging will be provided as appropriate within Department policy. Remote locations may be considered on a case by case basis.