



**Title:** Conservation Intern  
**Supervisor:** Stewardship & Education Coordinator, Saratoga P.L.A.N.  
**Location:** Saratoga P.L.A.N. Offices, 112 Spring Street, Saratoga Springs, NY  
**Date:** Ongoing - one internship per semester, including summer session  
**Contact:** *Andy Fyfe, Stewardship and Education Coordinator · (518) 587-5554 x 3  
Andy@SaratogaPlan.org*

### **Description:**

The Conservation Intern will assist with, identifying, mapping, promoting, protecting, and maintaining Saratoga P.L.A.N.'s 3,200 acres of nature preserves, trails, waterways, and agricultural land. The intern will also help research, plan and implement programs and policies that protect natural resources and open space throughout Saratoga County. Exact duties and responsibilities will be dependent upon the intern's skills and interests.

### **Duties:**

Some or all of the following based upon interests:

- **Field Work:** Assist with trail work, outdoor education programs and trail maintenance.
- **Planning:** Research and catalogue local planning and open-space policy documents.
- **Graphic Design/Communications:** Develop outreach materials; trail brochures, nature-based treasure hunts, maps, curricula, kiosks, newsletter articles, and press releases.
- **Social Networking:** Develop web based networking plan and maintain networking sites.
- **Marketing:** Develop strategy and/or marketing materials for promoting Saratoga P.L.A.N.'s conservation services.
- **Other:** Assist, as requested, with various community planning, outreach, grant writing, and trail initiatives.

### **Requirements:**

- Valid driver's license and own reliable transport. Willingness to travel with mileage reimbursement.
- Commitment to the mission of Saratoga P.L.A.N.
- A motivated graduate or undergraduate student currently enrolled in an appropriate concentration area.
- Excellent interpersonal and communication skills and willingness to improve.
- Proficiency with Microsoft Office suite and Geographic Information Systems.
- Strong organizational skills.

**To Apply:** Please submit a resume and cover letter to Andy Fyfe, Stewardship & Education Coordinator, Saratoga P.L.A.N., 112 Spring Street, Saratoga Springs, NY 12866, or [Andy@SaratogaP.L.A.N.org](mailto:Andy@SaratogaP.L.A.N.org). No phone calls please.

The Conservation Internship is an unpaid position. The internship is a minimum 130 hour commitment.

*Saratoga P.L.A.N. helps protect the exceptional quality of life in our region by working to preserve open spaces and special places for present and future generations . See [www.Saratogaplan.org](http://www.Saratogaplan.org) for more information*