



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

JOB ANNOUNCEMENT

Environmental Biology and GIS Internship

Application Deadline:

August 2, 2024

Application Submittal:

Anna Frey

San Bernardino Valley Water Conservation District

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San Bernardino Valley Water Conservation District

The San Bernardino Valley Water Conservation District was established by the San Bernardino County Board of Supervisors on January 4, 1932, to improve the reliability of local water supplies through proactive groundwater recharge management. Nearly ninety years later, our mission to recharge the Bunker Hill Groundwater Basin in an environmentally and economically responsible manner continues.

To help achieve this mission, the District is seeking interns interested in environmental biology and GIS to join our team as we strive to improve the supply and quality of groundwater while balancing stewardship of our local land, mineral, and biological resources. The Environmental Biology and GIS Intern will assist with a variety of professional biology, environmental, and GIS tasks in coordination with the District's Land Resources Manager and Assistant Biologist.

Job Description

With guidance from experienced team members, Environmental Biology and GIS Interns will assist in biological fieldwork and data collection, entry, management and analysis tasks; QA/QC of biological data; summarization of biological data for inclusion in technical reports and biological documents; develop databases, templates, and reporting structures; assist in the preparation of technical reports; prepare PowerPoint presentations; utilize Microsoft Office for email, virtual, and other correspondence; support environmental permitting efforts; support implementation of the Upper Santa Ana River Wash Habitat Conservation Plan; support preparation of grant applications; perform a variety of GIS tasks and create maps using Esri software products; sort and organize files; support District projects and operation and maintenance activities, including groundwater recharge, construction monitoring, habitat restoration, and endangered species monitoring; and perform related duties and responsibilities as assigned.

Please refer to the [Job Description](#) for additional information.

The Intern position is a non-exempt, part-time role that will work approximately 20 hours/week up to a maximum of 960 hours per fiscal year. Priority will be given to applicants who are available at least two full days (Monday-Friday) per week, and, on occasion, can change working hours/work schedule to fit biological fieldwork and other district needs. Priority will also be given to applicants who are interested in interning for a year or longer. The pay rate for new interns is currently \$17.86/hour.

Required Education/Experience

The intern will be a full-time or part-time student or recent graduate of an accredited undergraduate or graduate program seeking a degree in Biology, Ecology, Environmental Sciences, or related field.

Application Process

To apply for an internship in Environmental Biology and GIS, please 1) click the hyperlink to complete the [District application](#) and 2) send a cover letter indicating your area(s) of interest and associated education/experience, resume, and references familiar with your professional, educational, and/or volunteer experience(s) to Anna Frey at AFrey@sbvwcd.org by 5:00 PM on August 2, 2024.