

## Unpaid Internship Position

<b>Position Number: 14</b>
<b>Position Title: Vernal Pool Data Entry (VPDE) Assistant</b>
<b>Location: MassWildlife FHQ, 1 Rabbit Hill Road, Westborough, MA 01581</b>
<b>Duration: June 3 – August 16, 2024</b>

### **Brief Description of Internship Position:**

The Massachusetts Division of Fisheries and Wildlife's Natural Heritage and Endangered Species Program (NHESP) seeks an intern to assist with data entry to aid in the certification of vernal pool habitats. Vernal pools are a unique form of wetland habitat that serve as essential breeding habitat for certain species of specialized wildlife, including salamanders and frogs (amphibians). The NHESP administers the Commonwealth's official [vernal pool certification program](#) which establishes the existence of a vernal pool and enables legal protection under the MA Wetlands Protection Act (310 CMR 10.00). The VPDE Assistant will help close the gap on an existing backlog of vernal pool applications awaiting certification.

### **Description of Duties and Responsibilities:**

- The VPDE Assistant will map and transcribe accepted reports from our online reporting systems into our central Biotics database.
- The VPDE Assistant will draft letters which will be sent to local Conservation Commissions and regional DEP offices.
- 1-2 field days will be available if the VPDE Assistant would like to accompany field staff with vernal pool biological evidence collection.

### **Preferred Knowledge and Skills:**

- Great attention to detail
- Experience or interest in GIS software, databases
- Experience in Microsoft Office, especially Outlook, Word, and Excel
- Ability to share any questions or issues with the data team

### **Hours per week:**

- Flexible – total time could vary each week – approximately 10 - 15 hours / week.

### **Other relevant information:**

- Interest in wildlife biological information and conservation
- Interest in data application
- Training and equipment will be provided