Position Description

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<th>Position Number: 11</th>
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<td>Position Title: Vernal Pool Data Assistant</td>
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<td>Location: Westborough, MA</td>
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<td>Duration: June 6 – August 19, 2022</td>
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THIS POSITION IS UNPAID

Brief Description of Internship Position:
MassWildlife’s Natural Heritage and Endangered Species Program (NHESP) seeks an intern to assist with data entry to aid in the certification of vernal pool habitat. The NHESP administers the state’s official vernal pool certification program. Certification establishes the existence of a vernal pool and helps begin the process of protection under the MA Wetlands Protection Act (310 CMR 10.00). The candidate will help close the gap on an existing backlog of vernal pool applications awaiting certification.

Description of Duties and Responsibilities:
- Candidate will map and transcribe accepted reports from our online reporting systems into our central Biotics database.
- Candidate will draft letters which will be sent to local Conservation Commissions and regional DEP offices.
- 1-2 field days will be available if the candidate 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
- Interest in data application
- Training and equipment will be provided