

Job Description (unpaid, volunteer internship)
U.S. Fish and Wildlife Service, Ecological Services
Branch of Foreign Species

Title: Branch of Foreign Species Intern
Internship Duration: Spring Semester (extensions may be granted based on evaluation, Branch needs, and intern's schedule)
Time Commitment: 8 to 16 hours per week (minimum 8 hours per week) during normal business hours (Monday – Friday 6:30a-5:30p).
Location: 5275 Leesburg Pike, Falls Church, VA 22041

Responsibilities:

Student interns will assist with annual candidate species assessments as required under the Endangered Species Act (ESA). This will include literature searches, analyzing complex biological data, and writing biological assessments that will be used in formulating, supporting, or justifying Agency decisions related to the ESA. Other duties may include providing administrative support, developing outreach materials, assisting with reporting requirements, database entry, and attending on-site or offsite meetings or trainings.

Training:

Generally, training will be provided by Branch biologists in the office. Offsite training opportunities may be available.

Work Environment and Physical Demands:

Once selected, student interns will work in our Falls Church, VA office using standard office equipment (e.g., computer, printer, scanner, paper shredder, and electric or manual hole punch). We will provide a workspace and a computer. The work will generally be sedentary. Exceptions may include physical work that requires lifting of books or boxes (e.g., organizing files and file room) and travel to offsite meetings or trainings. Modes of transportation to offsite meetings will include personal vehicle, public transportation, or carpooling.

Qualifications:

Enrollment in a college or university, good communication/writing skills; background/knowledge in wildlife biology, environmental science and policy, ecology, or similar preferred; experience with basic computer applications.