Job Title/Location:

Hermann Park Conservancy Reforestation and Volunteer Program Intern
Hermann Park Conservancy (HPC) Conservation and Maintenance Department
Hermann Park, Houston, TX

Hermann Park is a 445-acre regional Park situated near downtown Houston, the Texas Medical Center, Rice University, University of St. Thomas, University of Houston, Texas Southern University, and the Museum District. It is easily accessible to neighbors living in the Third Ward to the east, Reliant Stadium to the south, West University, River Oaks and Upper Kirby to the West, and Montrose and Houston Heights to the north. Houston’s MetroRail line has three rail stops close by Park entrances, while US 59 and SH 288 lead directly to Hermann Park.

Office and mailing address:
Hermann Park Conservancy
1700 Hermann Drive
Houston, TX 77004

Job Description

Summary:
Hermann Park Conservancy is a non-profit 501 (c)(3) organization dedicated to the stewardship and improvement of Hermann Park. Over its 20 years in existence, Hermann Park Conservancy has leveraged approximately $122 million in public and private funds to improve and steward Houston’s favorite regional park, Hermann Park. It should be noted that Hermann Park hosts approximately 6 million visitors per year. The ExxonMobil Community Summer Jobs Program is valuable to the Conservancy in that it provides critical skilled manpower to help manage the reforestation program, while also providing a learning opportunity for a student.

The Conservancy’s reforestation program in Hermann Park began in 2003, with the vision of building and maintaining a healthy tree canopy in a highly utilized urban setting. The healthy urban forest in Hermann Park provides benefits to the community in minimizing Houston’s
urban heat island effect by lowering air temperature, storing carbon dioxide, reducing storm water run-off, removing pollutants from the air, beautifying the community, and giving Houstonians a sense of place, while enhancing surrounding real estate values. The intern’s contribution helps the Conservancy continue its mission through research, managing the tree inventory, participating in tree planting and maintenance projects.

**Primary areas of responsibility:**

1) As a Reforestation Intern, the Intern will collaborate with the Conservancy’s Conservation and Maintenance department refining aspects of the continuing development of a reforestation plan for Hermann Park’s extensive tree canopy. The Intern will map newly planted trees utilizing GPS equipment and ArcGIS 10.4 software. The Intern will analyze database and mapping information and prepare reports and graphs. The Intern will research a specific reforestation plan topic and write an addendum to the overall plan based on the research.

2) The Intern will work with the marketing/communications staff to expand the Hermann Park tree database and webpage, highlighting specific trees in Hermann Park for HPC’s website. The Intern will photograph the plant material and research the cultural requirements for each plant.

3) The Intern will also work alongside the HPC volunteer programs staff, facilitating volunteer projects with regard to tree plantings, tree care, park maintenance and other Hermann Park improvement projects.

**Qualifications required:**

- Returning to college/university full time (minimum 12 credit hours) in the fall of 2019 as a sophomore, junior or senior
- Knowledge of Microsoft Office, especially Excel and PowerPoint, and Internet research skills
- Familiarity with the operation of GPS units and associated hardware
- A basic knowledge of ArcGIS software or other GIS or technical software
- Strong organizational and communication skills
- Knowledge of basic biology or any natural science
- Some familiarity with website management or development
- Proficient creative writing skills
- Experience working with children and/or volunteers in an educational or camp environment
- Reliable transportation
- Valid driver license
- Ability to work outdoors in varied weather conditions, as well as in an office setting
- Ability to bend, sit, stand, walk, lift, carry, reach, drive
- Relatives of ExxonMobil employees or retired employees are ineligible

**Qualifications desired:**

- Knowledge of Texas tree species
- Knowledge of local flora, fauna, and environmental issues
Terms:
- Any 8 consecutive weeks between 5/13/19 and 8/23/19, dependent upon school schedule
- 5 days, 35 hours per week, Tuesday through Saturday
- ExxonMobil grant amount = $2,750

Skills to be learned or enhanced:
- Garmin GPSMAP 60CS and ArcGIS 10 software
- Website content development
- Knowledge of local urban ecology, in particular Texas native trees
- How a non-profit works and contributes to community
- GIS data management and archival processes
- Working in an office environment as an integral part of a team
- Establishing community relationships
- Working relationships with boards of directors, non-profit staff, agency partners
- Volunteer projects facilitation/management

Application Instructions:

Mail or email (no phone calls please) cover letter and resume to:

Kyle Wolfe
Volunteer Coordinator
Hermann Park Conservancy
1700 Hermann Drive
Houston, Texas 77004
kwolfe@hermannpark.org

Hermann Park Conservancy is a citizens’ organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.
Hermann Park Conservancy is an equal opportunity employer.