

MONTANA FISH, WILDLIFE &
PARKS INTERN PROGRAM
ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Michelle McNamee, Outdoor Recreation Program Manager

ADDRESS: PO Box 200701, 1420 E 6th Ave

CITY: Helena

STATE: MT

ZIP: 59620-0701

PHONE: 406-444-7642

EMAIL ADDRESS: michelle.mcnamee@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Recreation Programs Records Intern

OF POSITIONS: 1

LOCATION(S): Helena HQ (Annex)

WORK START/END DATES: Summer 2021: June 1 to August 20, 2021 (negotiable)

HOURS/WEEK: 40 hours/week

TRAINING/ORIENTATION DATES: Approx June 1, 2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC.):

\$10 per hour

Uniform will be provided.

Vehicle will be provided for work-related duties in the field.

POSITION DESCRIPTION:

Montana State Parks administers six outdoor recreation grant programs, including the federally funded Land & Water Conservation Fund (LWCF) and Recreational Trails Program (RTP). These programs' grants fund projects such as motorized and nonmotorized trails, swimming pools, ball fields, playground equipment upgrades, etc. This position will work with Montana State Parks grant program managers to organize and manage the programs' records. Tasks for this internship opportunity include: Managing program database and project files, digitizing files, assisting with visiting to project sites to conduct in-person inspections, completing and submitting reports, etc.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Seeking a undergraduate student with an interest in public policy and/or environmental resources. A background in those disciplines is preferred but not required. The student should be able to work independently under limited supervision. The student must be detail oriented, able to work independently, able to perform basic office tasks such as writing reports and working in Microsoft Excel, and willing/able to multitask.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Resume, cover letter, references, and supplemental question ("Why are you interested in this position?")

Please send to contact person listed above.

ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

No housing provided.