



# ADIRONDACK COUNCIL

PRESERVING WATER,  
AIR AND WILDLANDS

<b>Position Title:</b>	Conservation Intern
<b>Program:</b>	Conservation
<b>Location:</b>	Elizabethtown Office
<b>Reports To:</b>	Conservation Associate
<b>Supervises:</b>	N/A
<b>Created/ Revision Date:</b>	Rev. December 18, 2024
<b>FLSA Status:</b>	Non-Exempt
<b>Schedule/Hours</b>	Mon-Fri: 8-4 PM / Flexible with occasional nights and weekends

## About Adirondack Council:

The Adirondack Council's values, including our commitment to our mission and vision, are integral to the manner in which we carry out our programs. Each position at the Adirondack Council plays an essential role in carrying out our stated values and each employee is expected to support the values through their day-to-day work.

- Highest Ethical Standards and Integrity
- Responsible and Constructive Fact-Based Education and Advocacy
- Justice, Equity, Diversity, and Inclusion
- Partnerships and Respect for All
- Legacy
- Innovation and Excellence
- Teamwork
- Commitment to the Future

## Position Summary:

The Adirondack Council is seeking a paid, full-time (40 hours/week) intern to work in the Elizabethtown office for a three-month duration from June-August 2025. The intern will provide support in a fully integrated staff position, performing a wide spectrum of duties that advance the Council's conservation program with an emphasis on wildlife related topics. The Council sponsors interns to help develop the next generation of conservation professionals. The goals for the Clarence Petty Conservation Intern include helping advance the Council's mission, vision, values, and conservation priorities while serving the state's largest environmental advocacy organization dedicated to the protection of the Adirondack Park.

## Essential Functions:

- Support wildlife governance advocacy actions in coordination with the Rewilding Advocate and Conservation team
- Review, research, and assist in drafting comment letters or positions on proposed regulations, policies,

programs, and permits noticed by state entities that impact public or private lands within the Adirondack Park

- Attend and report on stakeholder and agency meetings relating to agency policy, permitting, wildlife management, habitat connectivity, climate, outdoor recreation, etc.
- Showcase the work of the Conservation program through blog posts and social media content, and staffing events as appropriate
- Assist with other Conservation team priority projects as needed

#### **Knowledge, Skills, and Abilities:**

- Proven interest, academic, or professional experience in advocacy and policy for environmental, conservation or other causes
- Proven communication skills including effective written, verbal and listening skills
- Ability to work independently and remain well organized with an attention to detail
- Ability to work as part of a team and successfully communicate with fellow staff to achieve common goals
- Ability to work remotely as needed
- Vehicle and valid driver's license required

#### **Education and Experience:**

- Successful completion or on track to complete a Bachelor's degree in Environmental Policy, Environmental Studies, Environmental Education, Wildlife Science, Conservation Biology, Forestry, Natural Resources Management, Outdoor Recreation, or a related field
- Experience with Adirondack Park issues and regulatory policies preferred

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Other key needs are: the ability to drive and travel long distances; ability to walk or hike on trails; ability to paddle a canoe or kayak and lift paddling equipment; ability to be around others in a public setting.

#### **Sedentary Work:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel or crouch.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job is primarily office-based in Elizabethtown but will require routine travel to and across the Adirondack Park. While performing the duties of this job outside of an office environment, the employee will occasionally need to walk on varied terrain in remote settings, carry a pack weighing as much as 25 pounds, and work outside in varied temperatures and weather conditions depending on the season

#### **Office Environment:**

While performing the duties of this job, the employee is not substantially exposed to adverse environmental conditions.