



**Oregon State Wildlife Action Plan Intern**  
**(Salem - Summer)**  
**Oregon Department of Fish and Wildlife**  
**Job Number 21**

**Location:** Based out of ODFW Headquarters office in Salem. Work to be conducted at Headquarters with additional time on field projects in the Northwest Watershed District. Housing not provided.

**Pay Range:** \$19.77 - \$22.23 per hour

Note: this position will receive a Cost of Living Adjustment (COLA) increase of 2.5% which is not reflected in the salary listed in this posting. The effective date of the increase is February 1, 2026.

**Duration:** Not to exceed 400 hours between June 2026 and August 2026

**Job Description:** This position will assist Wildlife Diversity Program staff in implementing and tracking projects related to the Oregon State Wildlife Action Plan. Information on priority species, habitats, and areas can be found at: <http://oregonconservationstrategy.org/>. The selected intern will assist with project tracking, data entry, and database development; development of educational materials to support outreach on wildlife-related topics; and assist with surveys and monitoring for a variety of nongame wildlife species. Additional duties may include control of invasive wildlife, collection of biological samples, or habitat evaluation. The intern is expected to gain the ability to develop and refine academic and professional goals and understand the structure and operation of a natural resource agency. The intern will develop an understanding of the broad diversity of conservation efforts ongoing in Oregon. The intern will have the opportunity to participate in wildlife research and data collection used to guide wildlife management decisions and outreach and education on wildlife ecology and management. The successful applicant will have the opportunity to work and interact with the public on behalf of the state of Oregon, collect data using standardized survey protocols, gain experience with database design and management, and develop technical writing skills.

**Duties:**

**Assist with identification and tracking of projects related to the State Wildlife Action Plan (40%)**

- Review department reports (e.g., Scientific Take Permit Reports, grant reports, etc.), interview staff, and consult with external partner organizations to collect information on ongoing or completed efforts related to implementation of the Oregon State Wildlife Action Plan (SWAP).
- Compile information and enter data into electronic formats using MS Word, Excel, Survey123, and ArcGIS.
- Develop concise, informative project synopses.
- Assist with development of a Survey123 database highlighting SWAP implementation efforts.

**Assist with development of outreach and educational materials for Species of Greatest Conservation Need (30%)**

- Conduct scientific literature reviews and synthesize information in technical writing format to support development of information and outreach products for at-risk species.
- Update and enhance publicly available information describing Species of Greatest Conservation Need.
- Assist in developing written materials to support wildlife education and outreach activities including informational flyers, PowerPoint presentations, and online resources.
- Write brief weekly reports and project summary reports.

**Assist with monitoring of Species of Greatest Conservation Need (30%)**

- Conduct northwestern pond turtle and western painted turtle population monitoring using live-trapping, mark/recapture, nest search, and visual basking survey techniques.
- Handle freshwater turtles (native and invasive species) to identify species, sex, and age. Collect biometric data.
- Conduct periodic checks of artificial cover objects to document use by reptiles and amphibians.
- Assist with monitoring of a wildlife underpass. Review, categorize, and organize wildlife camera photos.
- Assist with invasive species control efforts. Capture and remove invasive turtles; assist with humane euthanasia if no suitable placement option is available. Conduct basic gut contents analyses of captured American bullfrogs.
- Assist with deployment of bat acoustic monitoring equipment and assess potential bat capture locations.
- Participate in BioBlitz surveys to document presence of priority wildlife species in priority habitats.
- Assist in presentation of ODFW-developed content including information on wildlife species, the State Wildlife Action Plan, practices to benefit wildlife, urban coexistence, habitat management, etc. to diverse audiences.

- Follow standardized survey protocols to collect accurate data in field conditions while adhering to agency safety protocols.

**Helpful Skills:**

Experience with Microsoft Office, GIS software (ArcGIS or QGIS), wildlife species identification, knowledge of wildlife survey techniques, hiking/backpacking in remote areas, using a variety of navigation options, and customer service.

Preference will be given to candidates with the ability to work independently.

**Working  
Conditions:**

This position will require a mix of office and field-based work. Office work will include sitting for extended periods at a work desk or in meetings. Fieldwork will include frequent work outside during inclement weather (hot, cold, wet). Work on weekends and before or after daylight hours may be required. The intern will need to transport equipment over rough terrain and work in and around rivers and other waterbodies. Overnight stays and camping sometimes required in remote areas.

This position requires a flexible work schedule that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor.

Interactions with public, private landowners, local residents, environmental consulting firms, and other agency personnel are frequent, and a well-developed sense of diplomacy is required.