



Willamette Wildlife Mitigation Program Intern (Adair)

Oregon Department of Fish and Wildlife

South Willamette Watershed District

Job Number 32

Location: South Willamette Watershed District Office, Adair Village, Oregon. Field work will predominantly be conducted on WWMP conservation properties or ODFW Wildlife Areas, with some travel to other sites in the Willamette Valley. Housing is not provided.

Duration: May 2026 – September 2026 (start and end dates flexible, not to exceed 10 weeks).

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.

Job Description: Primary duties will provide a student intern with on-the-job training experience related to wildlife area/habitat operations, GIS and database management. The benefit of this position is to recruit, train and provide skills to potential employees seeking careers in fish, wildlife, and habitat management. The selected intern will assist ODFW staff with database projects associated with the Willamette Wildlife Mitigation Program (WWMP) in the South Willamette Watershed District. Habitat restoration, management, and monitoring actions will be completed on lands at the Gail Achterman Wildlife Area and other sites within the WWMP. Wildlife habitat restoration and management projects are primarily in riparian areas, wetlands, grasslands, and oak woodlands.

Student will gain the ability to develop and refine academic and professional goals as well as understanding of land protection through conservation easement, habitat restoration and the operation of wildlife areas. We will attempt to provide the student intern with desired work experiences when they align with project goals and objectives. Internship experience will help identify academic strengths and weaknesses and enhance opportunities for future professional employment.

Duties: Assists WWMP staff with database development (50%)

- Digitize habitat restoration project features into ArcGIS Online.

Assists WWMP staff with habitat management and restoration actions (20%).

- Mowing or mulching vegetation
- Using GIS to map habitat types, weed locations, and to document habitat treatments.
- Operating hand-tools, string trimmers, ATVs, and chainsaws.

- Noxious weed control through mechanical and physical means.
- Maintain and improve trails and parking areas.

Assists WWMP staff in conducting biological assessments (10%)

- Conduct avian, T&E, habitat, botanical, and other biological surveys.
- Prepare maps and forms for field visits.

Assists WWMP staff with evaluating existing conservation sites (<5%).

- Attend site tours of existing conservation properties in the Willamette Valley.

Assists WWMP staff in building and grounds maintenance (<5%)

- Preventative and corrective maintenance/repairs using hand tools and power equipment.
- Collects trash and debris at wildlife areas.
- Installation or removal of signs, kiosks, and fences.

Other duties as assigned (10%)

- Assist WWMP staff with field operations and project implementation including miscellaneous duties as assigned.
- Assist with report development, site files, and documentation.
- Opportunities and training as available and assigned to include assisting District wildlife, fisheries, and habitat staff with inventories and special projects.

Work Conditions: Frequently work outside during inclement weather, often in wet/rainy or dry/dusty conditions. Work often requires the selected individual to operate independently with minimal supervision. Typical field days will be spent using hand tools and operating equipment used for vegetation management, including string trimmers, hand-tools, and chainsaws, for long hours.

Duties will also include time working on the computer in an office environment.

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 40 hours in a work week. Work exceeding 40 hours per week requires prior approval by the supervisor. A typical 40-hour work week is completed with four 10-hour days or five 8-hour days, depending on the need or season. **Work weeks are flexible and the intern's school schedule may be incorporated when necessary.**

Dealings with the public, local residents and other agency personnel are frequent and a well-developed sense of diplomacy is required.