



**Oregon Conservation and Recreation Fund Intern**  
**(Salem - Summer)**  
**Oregon Department of Fish and Wildlife**  
**Job Number 34**

- Location:** Based out of ODFW Headquarters office in Salem. Work to be conducted at Headquarters with some opportunities for biologist ride-alongs in the field. 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 ODFW's Habitat Division staff in developing a Geographic Information System Storymap for all of the conservation and recreation projects funded by the ODFW's Oregon Conservation and Recreation Fund. Information on the Oregon Conservation and Recreation Fund Program can be found at <https://www.dfw.state.or.us/conservationstrategy/OCRF/>. The selected intern will assist with updating the OCRF project tracking database and creating an ArcGIS StoryMap combining mapped project locations, photos, videos, and stories from the grantees funded by the OCRF program. Additional work may include ride-alongs with biologists from the Habitat Division to visit OCRF funded project sites or to assist with a variety of field work going on in Oregon. 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 the information management side of a fish and wildlife agency's work and also understanding how conservation funding can support diverse species and diverse communities throughout Oregon. 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 protocols, gain experience with database design and management, and develop technical writing, graphic design, and storytelling skills.

## **Duties:**

### **Assist with the updating of the Oregon Conservation and Recreation Fund project database and mapping project locations in ArcGIS (20%)**

- Work with the OCRF Grant Coordinator to integrate project location information into the existing Excel database of OCRF projects.
- Meet and work with ODFW's Natural Resources Information Management Program staff to learn about and access ODFW's information systems.

### **Build an ArcGIS StoryMap of Oregon Conservation and Recreation Fund projects, working with ODFW staff and OCRF grantees to collect information about project accomplishments, photos, and videos to support the storytelling (70%).**

- Using ArcGIS, build a map of the conservation and recreation projects funded by the OCRF.
- Learn how to build ArcGIS StoryMaps
- Collect photos, notable accomplishments, and species information for the OCRF projects to include in the StoryMaps, including potentially contacting OCRF grantees for more information.
- Build an ArcGIS StoryMap of OCRF projects that will be shared on ODFW's website.

### **Ride along with ODFW biologists to conduct habitat- and species-related field work throughout Oregon, as needed and as the opportunity arises (10%).**

- Potential ride-alongs may be available with ODFW Habitat Division's OCRF Grant Coordinator, Natural Working Lands Biologists, Water Program Stream Monitoring Crew, and Wildlife Division species biologists.
- Travel to remote locations throughout Oregon to assist biologists with habitat project site visits, vegetation measurement, stream surveys, or wildlife species surveys.
- Assist with data collection into electronic formats following standardized protocols while adhering to agency safety protocols.
- Hike on trails and off-trail over rough terrain.
- Drive ODFW work vehicles on- and off-highway sometimes requiring 4WD over rough roads.

## **Helpful Skills:**

- Courses with GIS focus
- Photograph
- technical writing
- communications and storytelling
- outdoor experience including hiking/backpacking in remote areas
- customer service.
- Microsoft Office and ArcGIS.
- ArcGIS Online environment
- Building StoryMaps

**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 staff from conservation organizations, as well as public, private landowners, local residents, environmental consulting firms, and other agency personnel are frequent, and a well-developed sense of diplomacy is required.