

**ExxonMobil Foundation Community Summer Jobs Program**  
**2024 Paid Internship**

**Job Title/Location:**

**Hermann Park Conservancy GIS and Urban Land Management Intern**

Hermann Park Conservancy (HPC) Conservation and Maintenance Department  
Hermann Park, Houston, TX

Hermann Park is a 445-acre regional Park situated near downtown Houston, the Texas Medical Center, Rice University, University of St. Thomas, University of Houston, Texas Southern University, and the Museum District. It is easily accessible to the Third Ward to the east, Reliant Stadium to the south, West University, River Oaks and Upper Kirby to the West, and Montrose and Houston Heights to the north. Houston's MetroRail line has three rail stops close by Park entrances, while US 59 and SH 288 lead directly to Hermann Park.

**Office and mailing address:**

Hermann Park Conservancy  
1700 Hermann Drive  
Houston, TX 77004

**Job Description**

**Summary:**

Hermann Park Conservancy is a non-profit 501 (c)(3) organization dedicated to the stewardship and improvement of Hermann Park. Over its 20 years in existence, Hermann Park Conservancy has leveraged approximately \$125 million in public and private funds to improve and steward Houston's favorite regional park, visited by approximately six million people per year. This internship is valuable to the Conservancy in that it provides critical skilled manpower to help manage the Urban Land Management Program, while also providing a learning opportunity for the student.

The Conservancy's reforestation program for Hermann Park began in 2003, with the vision of building and maintaining a healthy tree canopy in a highly utilized urban setting. The urban forest in Hermann Park provides benefits to the community in minimizing Houston's urban heat island effect by lowering air temperature, storing carbon dioxide, reducing storm water run-off, removing pollutants from the air, beautifying the community, and giving Houstonians a sense of place, all while enhancing surrounding real estate values. The intern's contribution helps the Conservancy continue its mission through research, managing the tree inventory, participating in tree plantings and maintenance projects.

**Primary areas of responsibility:**

- 1) Collaborate with the Conservancy's Urban Land Management and Forestry department refining aspects of the continuing development of a sustainable forestry plan for Hermann Park's extensive tree canopy. The intern will map newly planted trees or felled trees utilizing GPS equipment and ArcGIS Pro software. The Intern will analyze and expand the Hermann Park tree database and mapping information and prepare reports and graphs. The Intern will research a specific forest restoration topic and write an addendum to the overall forestry plan based on their research.
- 2) Support other mapping projects throughout the park.
- 3) Work alongside the HPC volunteer programs staff, facilitating volunteer projects with regard to tree plantings, tree care, park maintenance and other Hermann Park improvement projects.

**Qualifications required:**

- Returning to college/university full time (minimum 12 credit hours) in the fall of 2024 as a sophomore, junior or senior
- Relatives of sponsoring organization employees or retired employees are ineligible
- Knowledge of Microsoft Office, especially Excel and PowerPoint, and Internet research skills
- Familiarity with the operation of GPS units and associated hardware

- Basic knowledge of ArcGIS software or other GIS technical software
- Strong organizational and communication skills
- Knowledge of basic biology, natural science, or urban planning
- Proficient writing skills
- Reliable transportation
- Valid driver license
- Ability to work outdoors in varied weather conditions, as well as in an office setting
- Ability to bend, sit, stand, walk, lift, carry, reach, and drive

**Qualifications desired:**

- Willingness to work with volunteers
- Advanced knowledge of ArcGIS Pro
- Arboriculture, Dendrology, or Forestry classes
- Knowledge of Texas tree species
- Knowledge of local flora, fauna, and environmental issues

**Terms:**

- 280 Total Hours
- Any 8 consecutive weeks between **5/27/2024 and 8/23/2024**, dependent upon school schedule
- 35 hours per week, flexible schedule Tuesday through Saturday
- Temporary part-time position
- Stipend amount = **\$4,200**

**Skills to be developed or enhanced:**

- Garmin GPSMAP 64CSX and ArcGIS Pro software
- Website content development
- Non-profit management principles
- Knowledge of local urban ecology, in particular Texas native trees and invasive species
- GIS data management and archival processes
- Working in an office environment as an integral part of a team
- Establishing community relationships
- Team development through relationship building with staff in the field and office setting
- Volunteer project facilitation/management

**PRE-EMPLOYMENT SCREENING:**

- This employee is required to take a pre-employment background check, drug test and participate in a random drug- testing program once hired.

**Application Instructions:**

Mail or email (**no phone calls please**) cover letter and resume to:  
Cinnamon Baldwin  
Community Engagement and Volunteer Manager  
[cbaldwin@hermannpark.org](mailto:cbaldwin@hermannpark.org)

*Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park-- today and for generations to come. Hermann Park Conservancy is an equal opportunity employer.*

**Deadline to Apply – APRIL 1, 2024 – 5:00 PM**