



## TEMPORARY SEASONAL PART-TIME JOB ANNOUNCEMENT

### *Cacapon Institute*

PROJECT INVENTORY AND GIS ASSESSMENTS

**June 1 – July 24**

#### **The Opportunity**

Cacapon Institute is accepting applications for temporary, seasonal, employment to assist with GIS assessments and our Cacapon Institute Project Inventory (CIPI) of tree plantings, rain gardens, and best management practices across Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton counties. The successful applicant will participate in all aspects of CI's work but will primarily work on inventorying more than 300 projects at schools, parks, and public sites and using GIS to review land use and land cover data. CIPI sites will be inspected for appearance, maintenance needs, tree and plant survival, and effectiveness at reducing stormwater runoff pollution.

We are assembling a three-person team. On occasion, the team will also work on projects outside of their primary work—secondary projects include public interest surveys, tree maintenance (e.g., mulching or pruning), reviewing ordinance related to trees, or mapping and assessing tree plantings, and tree canopy cover.

Employee will work from 10 Rockford Road, Great Cacapon, WV, 25422 and have extensive travel across the eight counties of WV' Potomac Basin. Employee can expect to drive up to 300 a week.

#### **Requirements**

- 18 years or older, valid driver's license, reliable transportation

#### **Skills**

The following skills and knowledge are desirable but not required:

- Background, or education in tree and plant identification.
- Knowledge of Windows, Microsoft Office, ArcGIS and GPS.
- The ability to research and understand technical documentation.
- The ability to work effectively as part of a geographically dispersed team.
- Good verbal and written communication skills.
- A professional, courteous, and thoughtful manner.
- The ability to accommodate occasional evening and weekend work.
- Red Cross Certification in First Aid, CPR, and/or Wilderness First Aid.
- Experiences with OSHA safety regulations (e.g., roadside safety, sun protection, proper use of safety glasses and gloves).

*We do not discriminate on the basis of race, color, national origin, gender, faith, or sexual orientation.  
We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.*

**Start Date**

This internship will start Monday, June 1, 2026 and end by July 24, 2026.

**Hours per week**

Students will be required to commit a maximum of 40 hours per week during the summer for no more than 39 days (five days a week less Independence Day).

**Pay**

\$15-24.00/hour depending on qualifications

Mileage reimbursement at the federal allowed rate (currently \$0.725/mile)

**Application Process**

To be considered for this position, please submit the following items to [ci@cacaponinstitute.org](mailto:ci@cacaponinstitute.org) with a subject line of **"CIPI Internship" by May 22, 2026:**

- A brief statement (500 words maximum) outlining why you are interested in the internship, your relevant skills and experience, and what benefit you expect to derive from participating in this program.
- A resume (2-pages maximum) which includes any relevant work and/or classroom experiences that relate to the internship.
- College transcripts (unofficial or official), including the current semester.
- Two references (name, email, phone) from school or work

Candidates who meet the criteria will be notified by email by May 27, 2026. Candidates can expect an interview and may be asked to participate in a face-to-face interview in Great Cacapon, WV.

**About Us**

**Cacapon Institute** has been protecting rivers and watersheds since 1985. "CI" was founded to address concerns that increasing development, industry and agriculture were harming the Cacapon but, over time, CI's area of interest expanded to encompass a much larger region. Our mission today: *From the Cacapon to the Potomac to the Chesapeake Bay, we protect rivers and watersheds using science and education.*

We are a founding member of the WV Chesapeake Bay Program and a member of the U.S. EPA Chesapeake Bay Program Forestry and Education workgroups. We have installed more than 600 BMP's across the eight counties of WV's Potomac Basin, in the Shenandoah Valley, and Western Maryland. We have received the WV DEP's "Excellence in Partnership," Mid-Atlantic Chapter of the International Society of Arboriculture's "Green Leaf," Alliance for the Chesapeake Bay's "Forest Champion," and National Arbor Day Foundation's "Headwater Award."

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