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**ROLE OVERVIEW**

Are you passionate about botany, ecology, and conservation? Do you love the idea of working outdoors, exploring diverse landscapes, and contributing to real-world environmental research? SummitWest Environmental is seeking a motivated **Botany Intern** to join our team and assist with botanical field surveys in the Plumas National Forest and other locations throughout California.

This is more than just an internship—it's an adventure. You'll have the unique opportunity to travel, camp in remote areas, and work in stunning natural environments, all while gaining invaluable hands-on experience in the field of botany. Whether you're identifying rare plant species, mapping vegetation, or collecting ecological data using cutting-edge tools like Survey123 and Field Maps, your work will directly contribute to vital conservation efforts.

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**ROLE  
DESCRIPTION &  
DUTIES**

Under the guidance of Lead Biologists, Project Managers, and Environmental Coordinators, Botany Interns will be assigned a variety of duties including but not limited to:

**KEY RESPONSIBILITIES:**

- **Field Surveys:** Conduct botanical field surveys for rare plants, invasive species, vegetation mapping and tree counts, and wetland, and vernal pool flora identification in a variety of environments.
- **Data Management:** Use ESRI software and other tools for data collection, quality control, and report preparation.
- **Plant Identification and Mapping:** Identify and record native and non-native flora using available resources, assist in keying plants, mapping, and data recording under the guidance of Lead and Support Botanists.
- **Team Collaboration:** Maintain open and concise communication with project teams.
- **Reporting:** Prepare daily reports and compliance documentation.

**ADDITIONAL RESPONSIBILITIES:**

- Travel to various project sites throughout California.
- Utilize electronic data collection methods and manage project data. This includes preparing daily reports.
- Work remotely while being self-sufficient, trustworthy, and adhering to company standards, including maintaining safety and professional Code of Conduct per company policies.
- Safely operate company or personal vehicles used for work purposes in compliance with the company's Driving Policy.

**PLEASE NOTE:**

*This is an environmental consulting job, not a conservation job. Unlike conservation roles, which strive to protect the environment at all costs, this position focuses on helping construction contractors remain in compliance with environmental laws and mitigation measures, ensuring the client avoids issues by advising contractors on where, when, and how work can take place to prevent delays in construction. These determinations are often made prior to deployment into the field, or sometimes in conjunction with the contractors on site. It is vital to ensure that they are not working without our knowledge and requires clear and concise communication with multiple team members, crews, and departments.*

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**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree (or working toward) in Biology, Botany, Ecology, Environmental Studies, or a related field.
- Experience conducting biological fieldwork, including camping.

- Experience with botanical surveys and plant identification (required).

### SKILLS AND ABILITIES:

- Ability to take direction and learn quickly on the job.
- Technologically proficient with handheld electronic devices and proficient in computer software including Excel, MS word, Google Sheets.
- Proficiency in GPS tools, Survey123, and data collection software.
- Strong problem-solving, time management and multitasking skills.
- Ability to work both independently and within a team.
- Strong observational skills for recording and reporting environmental resources.
- Excellent written and verbal communication abilities.
- Self-motivated; strong initiative, and ability to work remotely with only remote supervision.

### PHYSICAL READINESS:

- Ability to hike long distances (10+ miles a day) over rugged terrain and work in extreme weather conditions with reasonable accommodations.
- Comfortable working in environments with potential safety risks, such as wildlife encounters, construction hazards, and extreme weather.
- Ability to carry up to 25 pounds and stand for extended periods of time.
- Ability to perform field and site visits, including overnight stays, including camping in remote areas.

### ADDITIONAL REQUIREMENTS:

- Must be available to support projects throughout the survey season, April - August.
- Must be based in California.
- Valid driver's license and clean driving record (Motor Vehicle Records check required).
- Carry valid vehicle insurance for personal vehicles used for Company purposes, or be insurable under Company's liability insurance policy for use of Company Vehicles.
- Ability to drive off-road in a variety of weather conditions and terrain.
- Authorized to work in the U.S. without company sponsorship.
- Successful clearance through SummitWest background check (upon employment).
- Adherence to and support SummitWest's commitment to diversity, equality and inclusion.

### PREFERRED QUALIFICATIONS:

- 4x4 driving experience.
- Background in California field work or environmental consulting.
- Ability to change a tire.

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## EXPECTATIONS

- Available for a minimum of 20 hours per week, with flexibility for additional hours depending on project needs.
- Maintain up-to-date scheduling and communicate changes promptly.
- Ability to check your email daily and be available by phone during working hours.
- Demonstrate professionalism, punctuality, enthusiasm, and a proactive approach to work.
- Exhibit teamwork and adaptability in dynamic and challenging work environments.
- Submit all deliverables, reports, or requested changes within deadlines.

- Ability to meet the physical demands of fieldwork with reasonable accommodations.
- Frequent travel and ability to drive to project sites.
- Cognitive ability to plan travel, use maps or GPS systems, and perform accurate data entry.

### WORKING CONDITIONS

- **Fieldwork:** Work in a variety of settings, including coastal, inland, and desert environments, and can include hiking over rugged terrain and long distances, inclement weather, and driving into remote areas, on and off road.
- **Travel:** Willingness to travel long distances for projects, potentially for multiple weeks at a time, with occasional overnight stays. While these are likely to include hotel lodging, overnight travel for work in more primitive conditions may sometimes be required.
- **Risks:** Exposure to potential hazards, such as dangerous wildlife (e.g. ticks, bees, rattlesnakes, scorpions, mountain lions, bears), hostile public, dangerous driving conditions, construction site hazards, and extreme weather conditions (heat, cold, rain, wind, sleet or snow).

### LOCATION

Plumas National Forest with a possibility of other projects throughout California.

### SALARY

\$16-\$22 per hour, dependent on skills and experience.

### STATUS

On-call/Non-Exempt. Hours are flexible and can range anywhere up to 40+ hours per week depending on season, employee preference and availability, location, and client needs.

Longer-term positions are available with exceptional performance, contribution, and commitment to SummitWest.

### BENEFITS

- Eligible for Paid Time Off and Sick Leave
- May become eligible for Health Insurance (Medical, Dental, and Vision)\*
- May become eligible for 401(k) with matching contribution\*
- May be eligible for cell phone stipend
- May become eligible for educational stipend
- Paid training opportunities
- Employee incentives and Employee Referral Program

\*Eligibility is dependent on duration of work and workload (hours per week)

### ABOUT US

At SummitWest, we believe in putting people first—both our team members and our clients. We've created an environment where people want to work: one that is caring, fun, and safety-focused. Our success is built on the foundation of strong leadership, accountability, and transparency, principles that guide everything we do and are extended to everyone we work with.

We are a team of passionate environmental consulting specialists dedicated to providing cutting-edge natural resource management services. From wildlife and botanical surveys to construction monitoring, climate change studies, GIS mapping, permitting, and urban planning, we deliver innovative solutions to complex challenges.

With a team of 100 experts, we pack a big punch in terms of knowledge, expertise, and the diversity of projects we manage across the western United States. At SummitWest, every project is an opportunity to make an impact—on the environment, on our clients, and on the communities we serve.

If you're looking to join a team that's dynamic, forward-thinking, and values its people, SummitWest is the place for you!

### MISSION & VISION

SummitWest's mission is to pioneer strategies for the environment. Our Vision is to become established as a dynamic leader in the environmental services industry.

### OUR VALUES

This position should model the "SummitWest 5 Values":



### WHY WORK WITH US?

At SummitWest, we're more than just an employer—we're your partner in achieving your career goals while ensuring a healthy work-life balance. As an employee-driven company, we prioritize your growth and well-being through a range of supportive initiatives and opportunities. At SummitWest, we create a supportive, growth-oriented environment where you can thrive professionally and personally.

Here's what sets us apart:

- **Mentorship & Training:** Enhance your skills with expert guidance.
- **Flexible Schedules:** Achieve a healthy work-life balance.
- **Career Growth:** Enjoy clear paths for advancement.
- **Varied Work Options:** Remote and desktop project opportunities.
- **Proposal Training:** Gain experience in proposal writing.
- **Regular Feedback:** Stay on track with performance reviews.
- **Collaborative Culture:** Be part of a supportive, team-oriented environment.
- **Open Communication:** Benefit from an open-door policy with supervisors.

### DIVERSITY, EQUITY, & INCLUSION

We believe in fostering a culture of belonging that allows applicants and employees a safe place to authentically express themselves and encourages building long-lasting, meaningful relationships. We embrace our team's differences, understanding that our differing collective experiences and opinions increase our effectiveness as a whole. We believe in this effectiveness, our company culture will flourish.

SummitWest is proud to support women in STEM by empowering women to take their careers in their own hands, offering mentorship and training, and growth opportunities. SummitWest utilizes a wage calculator to ensure all staff are evaluated equally based on skills, qualifications, and education. We strive to close pay gaps and provide pay transparency for all staff.

### EEO STATEMENT

We believe in hiring employees based on their qualifications and skills. We do not discriminate against any protected class including, but not limited to, race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender, sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status.

### TO APPLY

Interested applicants should submit a resume and brief cover letter detailing your interest, qualifications, three references, and any special considerations or compensation expectations. All submissions should go to [recruitment@summitwestenv.com](mailto:recruitment@summitwestenv.com).

# BOTANY INTERN

## JOB DESCRIPTION

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Resumes received without a cover letter or references will not be considered.

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I hereby acknowledge I have read, understand, and can perform the duties as described in the above Job Description. This Job Description is representative of the duties and qualifications of this position. I understand that the Company reserves the right to change, add or remove duties and responsibilities for this position from time to time and any such modifications may be made at the Company's sole discretion. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation. I further agree that if I am not able to perform the essential functions of this position, or require a reasonable accommodation to perform the essential functions of this position, I will notify the Company immediately.

I understand that my receipt and signing of acknowledging receipt of this Job Description does not imply nor create a promise or contract of employment of any kind, and that my employment is at-will meaning I can terminate my employment with the Company at any time, with or without notice and for any reason, and the Company also has the same right to terminate my employment at any time, with or without notice and for any reason, with or without cause.

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**Employee Name**

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**Employee Signature**

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**Date**

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**Manager Name**

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**Manager Signature**

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**Date**