

ABOUT US

At SummitWest, we put people first. We are a place people want to work: caring, fun, and safety-oriented. Our success resides in our strong leadership, accountability, and transparency, which we extend to clients and team members alike.

We are a team of environmental consulting specialists offering natural resource management services, such as wildlife and botanical surveys, construction monitoring, desktop analysis, climate change studies, GIS mapping, regulatory expertise, project management, permitting and urban planning. With 100 employees, we punch above our weight in depth of knowledge and diversity of projects across the western USA.

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":

Being
Accountable

Being
Proactive

Being
Helpful

Being
Solutions
Oriented

Communicating
Effectively

WHY WORK WITH US?

As your employer, we'll help you reach your career-goals, but we will also make sure you are attaining a healthy work-life-balance. As an employee-driven company, we uplift our staff through:

- Mentorship and training opportunities
- Flexible schedules
- Friendly, supportive, and collaborative team
- Supervisor open door policy

DIVERSITY, EQUITY, AND 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.

ROLE DESCRIPTION

The primary field location for the Botany Intern is Los Padres National Forest with a possibility of other field work throughout California. This role requires frequent travel and overnight stays, including camping. The ideal candidate will be organized, self-motivated and adaptable to assist in botanical field surveys in diverse terrains and weather conditions. The Botany Intern will work under the guidance of Lead Biologists and will be assigned a variety of duties including but not limited to assisting with: botanical field surveys including rare plants, invasive species, vegetation mapping, tree counts, and wetland and vernal pool flora identification. The Botany Intern will utilize an array of data collection techniques, including Survey123, Field Maps, and other ESRI software applications. Work will be conducted under the guidance of Senior and Support Botanists, and more broadly Project Managers and Environmental Coordinators.

DUTIES

Botany Interns are assigned a variety of duties including but not limited to:

- Biological survey fieldwork for botanical resources and habitat including rare plants, invasive species, vegetation mapping, and tree counts, conducted as part of a team. Work will be in Los Padres National Forest but could include additional projects in coastal, inland, and desert environments, and can include hiking over rugged terrain and long distances, and driving into remote areas, on and off road.
- Key out using available resources and/or identify and record native and non-native flora under the guidance of Lead and Support Botanists
- Utilize electronic data collection methods and manage data, as needed, including writing daily summaries.
- Safely operate all Company Vehicles or personal vehicles used for Company purposes in a safe manner and pursuant to the Company's Driving Policy.
- Assist Lead and Support Botanists in keying plants, mapping and recording data, and other field tasks as needed.
- Working remotely, being self-sufficient, trustworthy, and upholding SummitWest standards including conducting work in a safe manner pursuant to the Company's Safety Policy, promptly and accurately billing time to assigned work projects, and complying with all Company and client policies, specifically including but not limited to, the SummitWest Employee Handbook, Policy Against Harassment, and SummitWest's commitment to diversity and equality

QUALIFICATIONS

- Extra consideration will be given to candidates working toward or possessing a Bachelor's Degree in Biology, Botany, Ecology, Environmental Studies, or related field.
- Experience conducting biological field work away from home including camping.
- Experience with botanical surveys and/or plant identification required.
- Ability to take direction from superiors and learn quickly while on the job.
- Proficiency in Excel, MS word, Google Sheets, Dropbox, etc.
- Must be able to use hand-held, electronic devices for data collection, entry, and reporting.
- Must have solid time management and follow-through skills, with the ability to multitask.
- Self-motivated; strong initiative, and ability to work remotely occasionally.
- Willingness to perform field and site visits.
- Travel and overnight stays will frequently be required.
- Must be comfortable traveling, hiking, and camping in remote areas.
- Must be physically fit and able to navigate rugged conditions on foot, and walk up to 10 miles in a day.
- Must have a valid driver's license and carry valid vehicle insurance.
- Must be able to drive a vehicle on and off road in variable weather conditions and time of day, and know how to change a tire.
- Must be authorized to work in the U.S. without company sponsorship.
- Must obtain clearance through SummitWest background check (upon employment).
- Must adhere to and support SummitWest's commitment to diversity and equality

EXPECTATIONS

- Must be available to work a minimum of 20 hours per week, and occasionally over 40 hours per week when traveling long distances to a project site.
- Must be available throughout the ideal botany survey season from April through August.
- Must provide availability in scheduling software and communicate any changes in availability in a timely manner
- Must check your email every day
- Must be available by phone on your working days, during working hours
- Must be professional, punctual, and enthusiastic

- Must be pro-active and self-directed
- Must be a team player who uplifts and supports other team members
- Must be able to adapt in a dynamic and challenging work environment
- Must be able to perform your work and meet deliverables during working hours
- Must submit all deliverables, reports, or requested changes within specified deadlines
- Must be able to meet the physical demands required of field work, with reasonable accommodations
- Must be willing to camp for a week at a time in a remote location with team members
- Must be able to communicate in a clear and concise manner

**WORKING
CONDITIONS**

- Work will be in 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.
- Willingness to travel long distances and work in a variety of field conditions for multiple weeks at a time; these will include either hotel lodging or camping locations.
- Must be accepting of the fact that you may encounter a variety of Safety risks as part of the job including 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).
- Must be able to be on the phone/communicate with staff throughout the day

LOCATION

Los Padres National Forest with a possibility of other projects throughout California.

SALARY

\$16-\$20 per hour, dependent on skills and experience.

STATUS

Part-time; 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

- 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
- Employee incentives and Employee Referral Program

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

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.

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

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.

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.

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date