



Paid Apprenticeships

at Minnesota Valley National Wildlife Refuge



Join a team dedicated to serving urban wildlife and people. Learn about wildlife conservation in and around the Twin Cities metro and how we provide recreation and education for metro residents.

Minnesota Valley National Wildlife Refuge and Wetland Management District is located in 14 counties and spans over 70 miles along the Minnesota River, operating two visitor centers in Bloomington and Carver, MN.

Submit Applications

Submit resume, cover letter, and 3 professional or academic references to:
<https://forms.gle/Rrn7UNJup4UruGkF8>

DEADLINE: November 8, 2021, 5pm
Questions? jobs@mnvalleytrust.org



Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund, as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR).



NATIONAL
WILDLIFE
REFUGE SYSTEM


MINNESOTA VALLEY TRUST
Minnesota Valley National Wildlife Refuge Trust, Inc.



About the Apprenticeship Program

2-year commitment

Start Date: January 24, 2022

End Date: January 20, 2024

Full time: 40 hours/week

Compensation: \$16.00/hour +
benefits

The Minnesota Valley Trust, a nonprofit partner of the Refuge, is hiring 4 individuals for full-time paid, 2-year apprenticeships. Apprentices will work closely alongside U.S. Fish and Wildlife Service professionals for a mentored experience in the conservation field.

Questions? Email
jobs@mnvalleytrust.org

4 Apprenticeship Positions

Biology Apprentices (2 positions): build skills in biological monitoring, habitat restoration and enhancement planning and implementation, visitor engagement, and balancing needs of wildlife and visitors.



Visitor Services Apprentice: help increase visitor trips to and experiences on the Refuge through strategic communications and marketing, develop messaging and graphic layout for enhanced signage, and support a multi-dimensional visitor services team.

Community Outreach Apprentice: develop and present engaging outreach programs to urban and suburban youth and families on the Refuge and in the community, develop new partnerships to reach urban youth, and attend community events and festivals to engage urban audiences in nature-based activities.

Applications Due Nov 8, 2021 @ 5pm



The Minnesota Valley Trust is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran or disability status. Persons who are committed to diversity, equity and inclusion are encouraged to apply, as are members of groups that are historically under-represented in conservation careers.

www.mnvalleytrust.org



Conservation Biology Apprentices

2-YEAR Professional Development Opportunity at Minnesota Valley National Wildlife Refuge

Position Description:

The Minnesota Valley National Wildlife Refuge Trust, Inc. (MVT) is hiring two full-time, two-year paid Conservation Biology Apprentices on the Minnesota Valley National Wildlife Refuge (Refuge) and Wetland Management District (WMD). Working in partnership with the U.S. Fish and Wildlife Service (USFWS), these apprenticeships reflect our shared commitment to mentor the next generation of conservation professionals.

The Refuge is located in the Minneapolis/St. Paul metropolitan area and the WMD encompasses a 14-county area both within and outside of the metropolitan area. The Refuge is a haven to bald eagles, river otters, migratory birds and a variety of other wildlife. The WMD manages Waterfowl Production Areas scattered throughout the 14 counties for the benefit of nesting waterfowl and grassland dependent species. The Refuge and WMD collectively manage over 25,000 acres of diverse habitats including wetlands, floodplain and upland forest, oak savanna and prairie in urban, suburban and rural settings.

The Conservation Biology Apprentices will be employees of the Minnesota Valley Trust, a nonprofit conservation organization based in the Twin Cities. Over the two years, the apprentices will work alongside and learn from USFWS professionals what it is like to manage, restore, and protect vital natural resources. They will:

- Conduct plant, invertebrate, and bird surveys in diverse habitats
- Manage invasive species (will include herbicide application)
- Manage and monitor water levels
- Conduct public education and outreach
- Conduct habitat restorations and assessments
- Construct and maintain infrastructure
- Collect, enter and synthesize field data for reports and summaries

These positions include working both indoors in an office and outdoors. Outdoor working conditions may include the following: being outdoors for extended periods of time in all weather conditions, exposure to biting/stinging insects and ticks, exposure to poisonous plants, and hiking over uneven terrain through tall vegetation. The work involves bending and lifting, significant walking and a moderate amount of physical exertion.

Qualifications:

- Post-secondary 2 or 4-year education in natural resources (degree obtained or pending)
- Experience with or willingness to learn Midwest plant and animal identification
- Physically fit -- capable of walking long distances and lifting 45 pounds
- Able to work independently and in small groups
- Excellent communication skills (written and verbal)
- Basic computer skills (Microsoft Word, Excel, etc.), data management skills preferred
- Experience with or willingness to learn how to operate and use GPS and GIS technologies, canoes, ATVs, farm equipment, and mowers (please note experiences on resume)
- Valid state driver's license
- US Citizen or permanent resident of the United States
- Background check
- Compliance with Federal Covid-19 safety protocols, including vaccine mandate

Start Date, Work Location, Hours, Compensation and Benefits:

Start Date: January 24, 2022 **End Date:** January 20, 2024

Work Location: Bloomington or Carver, MN Visitor Center

Hours: 7:30 am - 4:00 pm Monday - Friday (hours may vary due to field activities)

Wage: \$16.00 per hour with a wage increase year 2 based on positive performance.

Benefits: Paid time off, federal holidays, employer contribution to health, dental, life and disability insurance, employer match to retirement plan. Uniform components and required field gear provided.

Note: Public Land Corps Hiring Authority may apply: Apprentices may be eligible for a federal hiring preference upon completion of their term of service.

Training: Apprentices will gain marketable field skills and career networking opportunities to further their career in natural resources. They will obtain pesticide applicator training/licenses, heavy equipment training, experience conducting wildlife and plant surveys, habitat restoration skills and experience with ArcGIS Collector, navigation, and other field skills. The apprentices will have the opportunity to network with other MVT employees and USFWS staff, interns, and volunteers, as well as local area partners such as the Minnesota Department of Natural Resources, Conservation Corps of Minnesota and Iowa, city and county conservation agencies, and non-government and non-profit conservation groups.

Application Deadline: Your application must be received by 5:00 pm, November 8, 2021.

To Apply: Submit the following information in ONE document: 1) 1-page cover letter explaining interest in the Biology Apprenticeship, 2) Resume noting education, experience, and skills, 3) Unofficial transcripts from post-secondary school and 4) Three references (professional and/or academic) @ <https://forms.gle/Rrn7UNJup4UruGkF8> OR mail your application materials to: Minnesota Valley Trust, Attention Apprenticeships, 3815 American Blvd East, Bloomington MN 55425.



Questions: Please direct questions by email to jobs@mnvalleytrust.org.



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Visitor Services Apprentice

2-YEAR Professional Development Opportunity at Minnesota Valley National Wildlife Refuge

Bloomington Education and Visitor Center
3815 American Blvd. E. Bloomington, MN 55425

Position Description:

The Minnesota Valley National Wildlife Refuge Trust, Inc. (MVT) is hiring a full-time, two-year paid Visitor Services Apprentice to join the Visitor Services Team at Minnesota Valley National Wildlife Refuge in Bloomington, Minnesota to support a thriving Urban Refuge where nature connects people, communities, and wildlife.

The Visitor Services Apprentice will be an employee of MVT, a nonprofit conservation organization based in the Twin Cities. Over two years, the apprentice will work alongside and learn from U.S. Fish and Wildlife Service (USFWS) professionals to:

- Assist in production of a variety of strategic communication and marketing tools to engage focus audiences with the Refuge
- Support exhibit work: Design and develop interpretive sign content including writing text and layout design for exhibits and signage at trailheads and in the Refuge visitor centers
- Social Media: Assist with social media campaign management
- Website: Develop content for the Refuge website (training will be provided)
- Publications: Support updating publications and creating materials for public programs and events
- Support visitor center operations to provide Refuge information and deliver nature-based activities to visiting public
- Explore various career paths and network with local employers within the field of natural resource management
- Identify areas for professional growth, develop and complete a training plan that addresses needs

80% of the work will be in the office, while 20% of the work will be in the field and will involve some physical activity, including walking or standing for long periods of time.

Qualifications:

- Post-secondary education desirable (degree obtained or in progress)
- Knowledge of and/or strong interest in one or more of the following: natural resource management, wildlife management, biology, community outreach, environmental education or communications
- Ability to organize information into concise, clean, and compelling text, writing for exhibits, publications and the internet
- Familiarity with graphic design that demonstrates balance and enables people to clearly see the important messages (please note experience using Adobe programs on resume)
- Excellent customer service skills and the ability to communicate well verbally and in writing
- Experience working with the public is desirable
- Ability to work independently and as part of a team, detail-oriented and organized, ability to follow oral and written direction
- Willingness to work a flexible schedule, including occasional evenings and weekends
- Spanish or Somali language skills desirable
- Valid drivers license preferred
- US Citizen or permanent resident of the United States
- Background check
- Compliance with Federal Covid-19 safety protocols, including vaccine mandate

Start Date, Compensation and Benefits:

Start Date: January 24, 2022 **End Date:** January 20, 2024

Wage: \$16.00 per hour with a wage increase year 2 based on positive performance.

Benefits: Paid time off, federal holidays, employer contribution to health, dental, life and disability insurance, employer match to retirement plan. Uniform components and required field gear provided.

Note: Public Land Corps Hiring Authority may apply: Apprentices may be eligible for a federal hiring preference upon completion of their term of service.

Training: Apprentices will receive on the job training and develop a plan with their supervisor to build career skills. They will attend the 2022 Federal Intern Workshop to learn about federal careers and the federal application process. Apprentices will network with other MVT employees and USFWS staff, interns and volunteers, as well as local area partners such as the Minnesota Department of Natural Resources, Conservation Corps - MN/IA, city and county conservation agencies, and non-government and non-profit conservation groups.

Application Deadline: Your application must be received by 5:00 pm, November 8, 2021.

To Apply: Submit the following information in ONE document: 1) 1-page cover letter explaining interest in the position, 2) Resume noting education, experience, and skills, 3) List of three references (professional and/or academic) @ <https://forms.gle/Rrn7UNJup4UruGkF8> OR mail your application materials to: Minnesota Valley Trust, Attention Apprenticeships, 3815 American Blvd East, Bloomington MN 55425.



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Community Outreach Apprentice

2-YEAR Professional Development Opportunity at Minnesota Valley National Wildlife Refuge

Bloomington Education and Visitor Center
3815 American Blvd. E. Bloomington, MN 55425

Position Description:

The Minnesota Valley National Wildlife Refuge Trust, Inc. (MVT) is hiring a full-time, two-year paid Community Outreach Apprentice to be stationed at the Minnesota Valley National Wildlife Refuge (Refuge) to support the efforts of the Urban Wildlife Conservation Program (UWCP). Minnesota Valley is one of 14 priority urban refuges in the nation. Nestled in the shadows of skyscrapers 14,000 acres of wild space starts just 5 miles from the Mall of America and less than 15 miles from the heart of the Twin Cities (Minneapolis/St. Paul). This special setting provides the Urban Outreach team a unique opportunity to plan nature-based programs, outdoor recreation experiences and environmental career exploration opportunities to communities throughout the Twin Cities.

The Community Outreach Apprentice will be an employee of MVT, a nonprofit conservation organization based in the Twin Cities. Over two years, the apprentice will work alongside and learn from U.S. Fish and Wildlife Service (USFWS) professionals to:

- Assist in developing and presenting engaging outreach programs for youth and families
- Maintain and build new relationships with a diverse set of partners
- Attend community events and festivals with staff and volunteers to provide refuge information and nature-based activities
- Identify and complete a robust project based on personal interests, professional development goals and refuge need
- Explore various career paths and network with local employers within the field of natural resource management
- Assist in production of a variety of communication tools including flyers, newsletters, social media posts, and activity reports
- Identify areas for professional growth, develop and complete a training plan that addresses need.

Qualifications:

- Post-secondary education desirable (degree obtained or in progress)
- Knowledge of and/or strong interest in one or more of the following: natural resource management, wildlife management, biology, community outreach, or environmental education
- Good communication skills: ability to communicate well verbally and in writing
- Ability to work both as a member of a team and independently
- Enthusiasm for working outside and a positive attitude
- Willingness to learn new skills and build cultural competencies
- Willingness to work a flexible schedule, including occasional evenings and weekends
- Experience working with children and/or people from diverse cultures
- Bilingual in Spanish, Karen, Hmong or Somali and English is a plus, but not required
- Valid drivers license preferred
- US Citizen or permanent resident of the United States
- Background check
- Compliance with Federal Covid-19 safety protocols, including vaccine mandate

Start Date, Compensation and Benefits:

Start Date: January 24, 2022 **End Date:** January 20, 2024

Wage: \$16.00 per hour with a wage increase year 2 based on positive performance.

Benefits: Paid time off, federal holidays, employer contribution to health, dental, life and disability insurance, employer match to retirement plan. Uniform components and required field gear provided.

Note: Public Land Corps Hiring Authority may apply: Apprentices may be eligible for a federal hiring preference upon completion of their term of service.

Training: Apprentices receive training in first aid, defensive driving, trailering, shuttle bus driving, and non-motorized watercraft operation. They will attend the 2022 Federal Intern Workshop to learn about federal careers and the federal application process. Additional trainings pertinent to building specific career skills will be determined by the apprentice and supervisor. Apprentices will have the opportunity to network with other MVT employees and USFWS staff, interns, and volunteers, as well as local area partners such as the Minnesota Department of Natural Resources, Conservation Corps of Minnesota and Iowa, city and county conservation agencies, and non-government and non-profit conservation groups.

Application Deadline: Your application must be received by 5:00 pm, November 8, 2021.

To Apply: Submit the following information in ONE document: 1) 1-page cover letter explaining interest in the position 2) Resume noting education, experience, and skills 3) List of three references (professional and/or academic)@ <https://forms.gle/Rrn7UNJup4UruGkF8> OR mail your application materials to: Minnesota Valley Trust, Attention Apprenticeships, 3815 American Blvd East, Bloomington MN 55425.



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