

Natural Heritage Project Review Assistant Internship

The mission of the Department of Conservation and Recreation's Natural Heritage Program (DCR) is the conservation of Virginia's biodiversity. DCR collects and maintains comprehensive information on Virginia's rare and endangered plant and animal species and exemplary natural communities, and uses this information to establish natural area conservation priorities, further the protection of these resources, and facilitate wise economic development. See our Website for more information: <http://www.dcr.virginia.gov/natural-heritage/>

The Project Review Unit is a fast-paced, deadline-driven unit which reviews 200-250 projects a month in order to identify potential impacts to threatened and endangered species and other natural heritage resources. These projects are submitted by localities, land trusts and state and federal regulatory agencies as well as by private consultants seeking information to meet local, state, and federal regulatory needs and for conservation recommendations.

The Project Review Assistant Internship duties will include logging in and updating projects in Access database and ArcGIS, checking projects against GIS maps and files, coordinating with DCR staff and following up with clients, researching and writing responses, outreach and filing paperwork as well as providing support for the [Natural Heritage Data Explorer website](#), trouble shooting end user issues, training and electronic file management. Valuable experience will be gained in applying environmental policy, biology, geography, ecology and conservation biology concepts in a work environment. Technical experience opportunities will include ArcGIS, Access and Microsoft Office Suite. Project Review Assistant Internship with flexible hours will be offered both during the summer months and academic school year. DCR is seeking individuals interested in at least 20 hours a week for a period of nine months.

For more information please contact René Hypes, Natural Heritage project review coordinator at rene.hypes@dcr.virginia.gov or 804-371-2708.