



FIND YOUR FUTURE

Internship & Fellowship Opportunities through MANO

The MANO Project (My Access to a Network of Opportunities) provides internship and fellowship opportunities that offer unique, **PAID** work experiences that connect, build and develop thoughtful Latino leaders. In partnership with some of the nation's most well-known agencies and organizations, these opportunities provide extensive training, mentoring and professional development support to help students succeed.

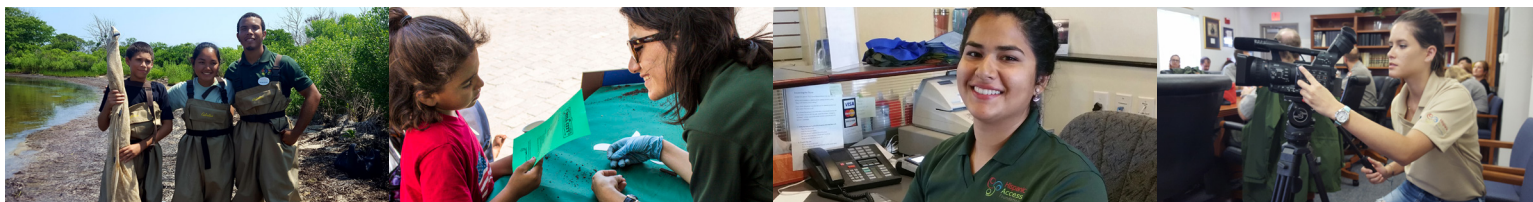
DIVERSE CAREER FIELDS

- Cultural and Heritage Preservation
- Natural and/or Cultural Resources
- Environmental Education/Conservation
- Engineering
- Communication/Media/Public Affairs
- Business related fields – Accounting, Finance, Operations

BASIC ELIGIBILITY

- Current college students or graduates ages 18 -30
- Possess U.S. citizenship or permanent residency
- And bring passion to your work!

PARTNER AGENCIES OFFERING INTERNSHIPS



MANOPROJECT.ORG

THE MANO PROJECT IS AN INITIATIVE OF HISPANIC ACCESS FOUNDATION

Hispanic Access Foundation

Fish and Wildlife Service Pacific Southwest

Position: Infrastructure Management Intern

Duration: 24-week internship: starting November 2019 – May 2020 (start dates flexible)

Location: Fish and Wildlife Service Pacific Southwest Regional Office - 2800 Cottage Way, Sacramento, CA 95825

Position Description:

The USFWS Pacific Southwest Regional Office will be hiring a Hispanic Access Foundation intern to work with the Refuge Infrastructure Management team to support the efforts of Facilities Management and Visitor Services. The intern will focus on: 1) Database Management 2) Construction Cost Estimation that may include Field Work and 3) Communications. Work will be performed under the guidance of skilled facilities operations professionals and may include:

- Support database entry
- May assist with Construction Cost Estimation Field Work
- Manage data calls and requests
- Facilitate day-to-day project management
- Coordinate and communication with national office and field stations staff
- May include site visits to refuges across the Pacific Southwest Region (CA, NV, OR) to operate measuring equipment in the field
- Other duties as assigned

The intern will gain experience managing databases, conducting fieldwork, and effectively communicating information with colleagues/staff. This position requires an aptitude for spreadsheets/databases as well as strong critical thinking skills. Candidate is expected to effectively work on a team and independently. In addition, candidate must possess strong interpersonal skills with the ability to interact with diverse groups of people. Candidate must be physically capable of working outside in urban, rural, and semi-remote locations and on uneven terrain. The candidate may have the opportunity to travel and visit refuges across the Pacific Southwest Region, while collaborating with field staff. Intern must be willing and able to travel overnight. The intern may also assist and closely collaborate with Visitor Services staff as needed. Please note data entry is approximately 75% of the position. Position is most appropriate for students with an interest in engineering, construction planning, data science, systems, and mathematics.

Housing & Transportation:

Housing (stipend) is **not** provided, recommend for local candidates only. We would recommend that the candidate have a vehicle, but it is not a requirement. However, a driver's license is required to use a government vehicle for on-duty tasks.

Requirements:

- Local candidates preferred
- Ages 18-30, up to 35 years for veterans
- Enrolled in an undergraduate or degree-seeking program at an accredited institution OR have graduated from one within the past year – juniors, seniors, and recent graduates preferred.
- Possess US citizenship or US residency. Interns must undergo a government background check if selected.
- Culturally identify as Hispanic/Latino
- Available to work full-time (40 hours per week)
- Valid Driver's License

Minimum Qualifications:

- Knowledge of, or strong interest in, areas pertaining to engineering, statistics, applied mathematics, construction planning, and computer science
- Experience working in customer service
- Ability to work with a team and independently
- Enthusiasm for working outside, positive attitude, self-starter, and organized
- Strong critical thinking and communication skills
- Physically capable of working outside and walking on uneven terrain
- Ability to travel overnight for training and assignments (up to one week)

Stipend + Benefits:

- Weekly stipend of \$400 based on a 40-hour work-week* (\$10/hourly)
- Weekly commuting stipend (up to budget limits)
- Public Land Corp Eligibility – after completing 640 hours, PLC status provides special non-competitive hiring status when applying for federal positions.

**Fellows are hired as contractors; taxes will not be withheld from stipends. Fellows will be provided a 1099-MISC form for tax purposes.*

Application:

HAF is managing the recruitment for this position. All applications should be submitted through HAF's [MANO Project application page](#). A resume and two references will be required for submission. Your application or resume should include professional and educational experience, along with any awards, technical skills or volunteer activities. Application questions or issues may be directed to Marlene Manzo at marlene@hispanicaccess.org.

Applications are due on **Friday, October 25th, 2019 by 5pm EST**. Phone interviews and final decisions will be made by early November.

U.S. Fish and Wildlife Service Mission:

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people.

Hispanic Access Foundation Mission:

Hispanic Access Foundation (HAF) is a 501(c)(3) national nonprofit organization that connects Latinos to partners and opportunities improving lives and creating an equitable society. HAF's vision is that all Hispanics throughout the U.S. enjoy good physical health, a healthy natural environment, a quality education, economic success and civic engagement in their communities with the sum improving the future of America.