



HENNEPIN COUNTY
Department of Human Resources
Hennepin County Government Center
300 South Sixth Street
Minneapolis, MN 55487

**INVITES APPLICATIONS FOR THE POSITION OF:
Conservation Trainee**

An Equal Opportunity Employer

SALARY

About \$56,000 Annually

OPENING DATE:

CLOSING DATE: March 15, 2025 11:59 PM Central Time

JOB TYPE: Limited duration (2 years) - Full-time (benefit earning)

LOCATION: Minneapolis, MN, Minnesota

DEPARTMENT: Environment and Energy

THE POSITION

The Environment and Energy department is seeking two early career conservation and natural resources professionals that will assist the county's staff to complete work related to soil and water conservation, habitat protection, community forestry, outreach and engagement, and other program areas as assigned. Each trainee will be assigned to a specific area of work but will be exposed to the wide variety of natural resources work done by Hennepin County. Trainees will have the opportunity to develop professional skills in project management, program & process development, work planning, coordination, evaluation, and documentation within the context of a "capstone project".

The two positions will be focused on:

- Habitat – trainee position will assist habitat conservation staff with baseline and biological monitoring on county-held conservation easements and county-owned properties, easement and water resource project inspections, noxious weed mapping, data entry, habitat mapping, and assisting with outreach and other team-wide activities and priorities.
- Soil and water conservation – trainee position will assist soil and water conservation staff with collecting intake information from residents seeking conservation assistance, evaluating potential water quality projects, field work and coordination to develop and implement water quality projects.

Location and hours:

This position is hybrid and will be performed both on-site at the 625 Building in Downtown Minneapolis (625 S 4th Ave, Minneapolis, MN 55415) or remote (from home) as job duties require. Work will also routinely require travel to field sites throughout Hennepin County. Work hours will depend upon the trainee position. They will generally be standard business hours. Both positions will require occasional evening and weekend work for events and meetings. The habitat-specific position will sometimes work a

flex schedule (fewer longer days) during the field season, depending on the weather and workload during the field season. While these positions are designated as hybrid, based on current requirements hires must reside in Minnesota or Wisconsin within a reasonable driving distance to Hennepin County.

About this position type:

This is a 2-year, limited duration, trainee position. After the 2-year period, trainees are expected to have valuable experience that they can leverage to seek full-time permanent employment with any natural resource employer, including Hennepin County if there are positions available at that time. The trainee position is a full-time, benefit earning position.

In this position, you will:

- Collect field data on plants and animals on protected lands in Hennepin County
- Manage and maintain technical and field equipment
- Enter biological data into database
- Analyze biological data and compile reports
- Complete taxonomic identification, especially related to plants and pollinators
- Assist with noxious weed mapping and data entry
- Assist with annual inspections for easements and Natural Resource Grant closeout
- Assist with habitat protection and improvement projects as requested
- Assist with and attend outreach and education events
- Communicate with county residents and partners
- Assist with mapping of natural areas and plant communities
- Crosstrain with all areas of natural resources and pitch in to help where and when it is needed

Need to have:

- Comfort working in remote locations (all within Hennepin County)
- Willingness to handle plants, animals, and invertebrates
- Willingness to work extended hours (10-hour shifts, 4 days a week) during the field season
- Physical ability to walk multiple miles over uneven terrain and carry up to 10 lbs of equipment regularly and up to 50 lbs of equipment infrequently
- Current driver's license and ability to drive/receive a county driver's permit
- Enthusiasm and a desire to learn
- Ability to get along well with others
- Adaptability to changing conditions and unforeseen challenges
- Proficient in Microsoft Suite or equivalent
- Willingness to work outside, occasionally in adverse conditions
- Some background knowledge (education and/or practical experience) related to natural resources, soil and water conservation, habitat and wildlife conservation, water resources, wetland science, ecology, environmental science, landscape architecture, environmental engineering, or another related field

Nice to have:

- Some experience with ecological fieldwork, naturalist, or other outdoor experience (e.g. camping, guiding, field coursework, camp counselor, etc.)
- Knowledge of or identification experience with plants and wildlife common to Hennepin County
- Knowledge of MN DNR Native Plant Community classifications
- Knowledge of GIS, GPS, or other data collection tools
- Ability to problem solve and be creative

- Experience with outreach and public engagement
- Ability to plan, schedule, and organize

Candidates with fluency in another language in addition to English are encouraged to apply. Bilingual candidates who pass a language assessment may qualify for additional bilingual pay and duties.

About the department:

The Environment and Energy department protects and preserves the environment to enhance the quality of life for current and future generations. We engage communities to develop and enact sustainable solutions. We focus on reducing and responsibly managing waste, protecting and preserving ecosystems, delivering clean energy and promoting environmental stewardship.

About Hennepin County:

Hennepin is the largest county government organization in Minnesota. Our employees work every day to improve the health, safety and quality of life for our residents and communities. All of our jobs align to one or more of our overarching goals -- that Hennepin County residents are healthy, protected and safe, self-reliant, assured due process, and mobile.

Our employees receive a combination of generous benefits and positive workplace culture not found at other organizations. This includes meaningful work that impacts our community, competitive pay, work-life balance, a variety of benefits and opportunities to grow. Learn more at www.hennepin.us/employees.

Hennepin County envisions an organization where our commitment to diversity and the reduction of disparities is fundamental in providing excellent service to our community.

Your future. Made here.

This posting may be used to fill current and future vacancies.

Invitations to interview will be based upon an assessment of education and experience. Final candidates may be required to complete a background check.

Conservation Trainee Supplemental Questionnaire

- * 1. These positions require:

A valid driver's license, the ability to obtain a [Hennepin County driver's permit](#)

Do you meet this requirement?

Yes No

2. Some of these positions have other specific requirements (e.g. willingness to work extended days during the field season, ability to walk over uneven terrain etc. – please refer back to the posting's "Need to have" section) – are there any of these requirements that you are not able to meet?

3. If so, which ones?

- * 4. In which of the following areas do you have background knowledge from educational or practical experiences? Check all that apply.

- Physical or natural sciences
- Environmental health
- Geographic Information Systems
- Environmental education or communications
- Environmental studies
- Industrial hygiene
- Public health
- Engineering
- Public or business administration
- Another closely related field
- None of the above

- * 5. Describe your relevant education or experiences, referencing area(s) of study, school(s) attended, and credits/certificate(s)/degree(s) earned, or volunteer or work experiences that are relevant to these positions. If you do not have relevant education or experiences, type "None" in the space provided.

- * 6. Please provide one example of a specific educational, work, or volunteer experience that resulted in wanting a career in this field.

- * 7. This training program is organized as a cohort where, if selected, you will cross train in a variety of natural resources disciplines and have the community and support of the other trainees. Why is this type of supported, cohort-based training opportunity attractive to you?

* 8. In addition to English, identify the language(s) in which you consider yourself fluent:
Check all that apply.

- Spanish
- Hmong
- Somali
- Russian
- Laotian
- Vietnamese
- American Sign Language
- Amharic
- Cambodian
- Cantonese
- Bosnian
- Mandarin
- Oromo
- Lakota/Dakota/Nakota
- Ojibwe
- Other American Indian language(s)
- None of the above

11. Please choose the one recruitment source that best describes how you first learned about this job opening. Please review all possible choices before making your selection. Your response to this question helps us evaluate the effectiveness of our recruitment methods.

- College or university (job board, career services, or instructor)
- Community or nonprofit organization (counselor, job board, etc.)
- Hennepin County employee or recruiter
- Hennepin County job notification emails
- Indeed.com
- Job fair or networking event
- LinkedIn
- Print advertisement (flyer, postcard, billboard, transit ad, etc.)
- Professional association (job board or email)
- Radio
- Social media (Twitter, Facebook, Glassdoor, etc.)
- www.hennepin.jobs
- Other

* 12. For the recruitment source selected above, please provide the specific name of the person, website or media source.

- Yes No

* Required Question