Memorandum of Agreement

Between the Department of Geography, Middlebury College and Metro

This agreement sets out the roles and responsibilities between the of Department of Geography, Middlebury College (hereinafter referred to as the “Department of Geography”) and Metro for the purposes of supporting the Regional Conservation Strategy and Prioritization project and the Natural Areas Bond Measure Program. This agreement is in effect between June 1, 2011 and August 30, 2011.

It is agreed that the Department of Geography will recruit a Middlebury College intern and provide a stipend of $3500 plus $500 for travel and housing expenses consistent with a 10-week internship based on 35 hours/week. Metro agrees to reimburse Middlebury College $2000 which is half the internship expense. Middlebury College will invoice Metro, and Metro will reimburse Middlebury College before the end of the internship. In addition, Metro agrees to provide the workspace, and computer to complete the work.

During the Agreement time frame, the intern will be employed by Middlebury College. The exact start date of the internship will be mutually agreed upon by the Department of Geography and Metro.

The terms of this agreement can amended if agreed upon by both parties. This agreement is made in good faith, and each party will do their best to live up to the terms and agreements. Each party will do their best to resolves problems through dialogue and discussion.

The internship announcement, which includes the intern tasks, is attached and becomes part of this agreement.

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Bill Hegman, Department of Geography, Middlebury College

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Metro representative

CONSERVATION INTERNSHIP

**Summer 2011**

The Natural Areas Program at Metro, an elected regional government for the Portland, Oregon metropolitan area, seeks a summer intern to work with its Regional Conservation Strategy and Prioritization project as well as its Natural Areas Bond Measure Program. The intern will be supervised by the Natural Areas GIS Coordinator and will be exposed to a number of conservation GIS projects and practitioners. The Portland Metro area has incredible data ranging from LiDAR to six-inch aerial imagery taxlots, zoning, and more.

**Project Background:** In 2006, voters approved a $230 million dollar bond measure to protect natural areas and safeguard Portland area water quality. With this bond measure, more than 2,400 acres have been acquired in addition to the 8,200 acres acquired under the first bond measure approved in 1995.

Besides its Natural Areas Bond Measure Program, Metro is also closely aligned with a coalition of conservation groups developing a Conservation Strategy. The geography spans two states and portions of nine counties. New datasets are being developed; there is a draft four-meter land cover, and we are working on a protected lands layer. We need to improve and stitch together streams, wetlands, and other datasets. Priority areas from various organizations also need to be assembled.

**Intern tasks(depending on interests):**

* Contact and assemble conservation groups' Priority Areas into a geodatabase.
* Assist with map production for upcoming acquisitions (property maps).
* Attribute protected lands database with owner-manager, public accessibility, and type.
* Examine properties and confirm or determine both stream frontage as well as riparian acres per property. Establish or populate a geodatabase with this information.
* Work with and merge various conservation datasets within the Conservation Strategy.
* Attend field tours of properties.

**Duration and Time Frame:** The intern will be expected to work for ten 35-hour weeks during the summer of 2011. Start and end dates are negotiable. Hours are flexible.

**Qualifications:** Applicants must be a current Middlebury student and have strong knowledge of ArcGIS and cartographic principals and be able to work with a minimal amount of supervision once tasks are explained and discussed. Knowledge of conservation biology, physical geography, and geomorphology are desirable, and individuals with background knowledge of these fields will gain the most from the internship. As with most positions in conservation science, we are looking for a self-motivated, organized, and efficient person with a commitment to learning about land and natural systems.

**Compensation:**

Interns will receive a stipend of $3500 and an additional $500 for travel and housing expenses. Assistance finding affordable summer housing will be provided. Portland is fun place to be in the summer. The music scene is happening and bicyclists are everywhere.

**Interested individuals should send a cover letter and resume by March 25, 2011 to:**

Tommy Albo

Natural Areas GIS Coordinator

[tommy.albo@oregonmetro.gov](mailto:tommy.albo@oregonmetro.gov)

**Technical questions can be directed to Tommy Albo at the address above or to Bill Hegman in the Geography Department,** [bhegman@middlebury.edu](mailto:bhegman@middlebury.edu).

**For more information on Metro, visit** <http://www.oregonmetro.gov/>

\*In order to protect the well being of its employees, the public and agency assets, Metro will conduct criminal background checks on all internal and external final applicants selected for Metro positions, including volunteers and interns. Employment at Metro is contingent on the successful completion of a criminal background check.

*This internship is in memory of Professor Bob Churchill, the founder and director of the GIS program at Middlebury College, who trained more than 900 students in different aspects of GIS and cartography. Many of these students are now leaders in the field.*