

Santa Fe Botanical Garden

Title: The Jill and Stanley Jankowski Science and Conservation Internship

Pay: \$5,000 stipend (pre-tax) for 8 weeks (Flexible Start Date: late May/early June).

*\$5,000 housing stipend available towards housing in Santa Fe.

Supervision Received: Works under the supervision of Director of Science and Conservation

Supervision Exercised: None

Job Summary:

The Jill and Stanley Jankowski Science and Conservation Internship offers college students hands-on experience in plant conservation, fieldwork, and environmental research. The Intern will work 40 hours per week for 8 weeks on projects aligned with the Garden's mission and in collaboration with the Rare and Endangered Plant Program within the Division of Forestry. The internship includes field activities, data collection, and public engagement, culminating in a final written report and oral presentation. This is a paid opportunity designed to support students pursuing careers in botany, ecology, conservation, horticulture, or related fields.

Essential Responsibilities:

- Assist the Director of Science and Conservation with summer field season activities
- Support conservation horticulture efforts in the living collection
- Contribute to the care and organization of the horticulture and botanical library
- Help manage and maintain the herbarium
- Participate in botanical field trips across natural areas of New Mexico to monitor and document native plants
- Manage plant data and collections on-site at the Garden
- Support ecological restoration projects on Garden grounds
- Assist with native seed collection and processing
- Assist with community science projects (Nature's Notebook, iNaturalist)

Additional Responsibilities:

- Data entry and updates to the living collection database (IrisBG), herbarium database (SEINet), and botanical library catalog.
- May be required to work weekend hours, early mornings and/or evenings for field work and events.
- Assists with public programs, outreach events, communications, website blogs, and social media content related to science and conservation

Competencies:

- Botanical and Ecological Knowledge – Understanding of plant biology, ecology, or conservation practices
- Fieldwork Skills – Ability to hike, navigate, and collect data in outdoor settings, sometimes under challenging conditions
- Attention to Detail – Accuracy in data collection, labeling, and record-keeping
- Data Management – Experience with spreadsheets, databases, or digital tools for organizing scientific information
- Research Skills – Ability to design and carry out a focused project with clear objectives and methods
- Communication Skills – Strong written and verbal communication for reporting, presenting findings, and engaging with the public
- Teamwork and Collaboration – Ability to work well with staff, volunteers, and partner organizations
- Initiative and Independence – Capable of working independently, managing time, and taking responsibility for project tasks
- Adaptability – Comfortable working in variable conditions and adjusting to shifting priorities
- Environmental Stewardship – A demonstrated interest in conservation, sustainability, and native plant communities

Education Requirement

- Open to currently enrolled students (undergraduate or graduate) in an accredited college, university, or technical school who have completed 60 semester hours of course work with a 3.0 GPA in the major
- Intended for students majoring in an appropriate field related to the mission of the SFBG, such as: biology, botany/plant science, zoology/animal science, ecology (including restoration ecology), horticulture/landscape architecture, environmental science, natural resource management, wildlife-conservation biology, environmental education, sustainability, and business (marketing, communications, non-profit management, tourism).

Experience Requirement

- None required

Preferred Knowledge, Skills, and Abilities:

- Basic knowledge of plant identification and native flora of the Southwest
- Experience with fieldwork, including data collection and use of GPS/maps
- Familiarity with herbarium practices or plant specimen handling
- Strong organizational and time management skills
- Proficiency with Microsoft Excel or data entry tools
- Ability to communicate clearly, both verbally and in writing
- Interest in conservation, ecology, or public garden work

Special Requirements:

- Valid New Mexico Driver's license.

- May be required to work weekend or evening hours or on holidays.

Physical Requirements:

- Ability to work outside and hike on uneven terrain
- Must be able to lift 30 lbs.
- Must have good hearing and vision, and be able to stoop/kneel/reach.

Working Environment:

- Work is performed outdoors and in an office environment.

Admission Requirements

Applicants will be considered for the internship based on the following:

- A one-page resume (or transcript) listing their grade point average, relevant academic activities, and recent employment.
- An essay highlighting their specific interest in the internship and how this opportunity will serve their career aspirations.
- A project proposal to be completed during the internship (guidance and guidelines provided).
- A letter of support from a faculty member familiar with the student.

Mission Statement:

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden. For more information, visit us online at santafebotanicalgarden.org.

Internship Responsibilities:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the internship. This document should not be considered a fully detailed description of all the work requirements of the position. The Garden may change the specific duties with or without prior notice based on the needs of the organization.

To Apply

Applicants should submit the documents described in the section "Admission Requirements" to cristina@santafebotanicalgarden.org. Applications will be reviewed immediately. Online and/or in-person interviews will be conducted in May. Anticipated start date in May-June. Questions about the internship can be sent to cristina@santafebotanicalgarden.org.

The 2025 Jill and Stanley Jankowski Science and Conservation Internship

Project Proposal Guidelines

As part of the application, candidates must submit a one-page project proposal outlining their planned work during the internship. The proposal should align with the mission of SFBG and the Rare and Endangered Plant Program within the Division of Forestry.

Proposal Requirements

1. Project Title and Summary

- Provide a clear title.
- Write a brief summary (3–4 sentences) describing the project's purpose and goals.

2. Objectives and Approach

- Explain what you hope to achieve and why it matters.
- Describe the methods you will use, such as fieldwork, research, or outreach activities.

3. Expected Outcomes

- Outline the results you expect, such as data collection, conservation efforts, or educational materials.
- Confirm your ability to complete a final written report and presentation.

4. Resources and Feasibility

- List any materials or support needed.
- Ensure the project can be completed within the 8-week internship period.

The proposal should be clear, concise, and no longer than one page.

Project should be related to one of the following topics:

- Rare plant species, distribution and population dynamics, habitat and threats, propagation techniques, pollinator-plant interactions, phenology, seed biology, reintroduction techniques.
- Ecological restoration of a pinon-juniper woodland ecosystem
- Climate change and plant response trends locally
- Public education, community science and outreach through workshops or presentations in conservation efforts

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Thank you for your interest!

<https://visitsfbg.org/join-our-team/#internships>