Whole Farm Planning/CREP Intern/Temporary Employee
Job Description

The Whole Farm Planning/CREP Intern will perform the duties and the administrative tasks associated with Whole Farm Planning, as well as assistance with Conservation Reserve Enhancement Program (CREP) within the New York City watershed.

Basic Requirements:

- Minimum of high school education.
- Must have a valid N.Y.S. driver's license.

Duties and Responsibilities:

- Assist the planning team with Whole Farm Planning efforts.
- Assist in conducting Basic and Verification ASR's on assigned farms.
- Work within Watershed Agricultural Council's database, FAME, to truth farm data.
- Assist in the added administrative tasks of the program associated with the mailing/survey verifying the status of all Tier I/II farms both within FAME and via mailing.
- Recruit new participants utilizing the newly established GIS data, and other data sources.
- Assist the NM Team in meeting their soil sampling goals required for Nutrient Management Planning.
- Assist with multiple administrative tasks associated with CREP and CREP Re-enrollment.
    - Tribal Historic Preservation Organization (TPHO) consultation paperwork for CREP re-enrollment
    - Go through FSA CREP folders and make copies of past SHPO documents. If SHPO documents are not available, prepare SHPO consultation forms for submission.
    - Set up CREP re-enrollment 6-part folders.
    - Prepare background documents for CREP re-enrollment folders
    - Check Threatened & Endangered species website for any hits on CREP re-enrollments
    - Assist with setting up tracking spreadsheet for CREP re-enrollments *(tracking individual tasks that need to be completed prior to contract signing and through implementation).*
    - Assist with Riparian Forest Buffer Stewardship Initiative.
- Perform GPS data collection for CREP areas.
- Other duties as assigned.

Reporting Relationships:

- Works under the direct supervision of the Whole Farm Planning Coordinator.