



PC Tree Nursery Intern Position Description

Organization Vision and Mission: *Vision:* An environmentally sustainable, prosperous, and resilient region. Our *mission* is to drive environmental sustainability and stewardship through scientific research, education, and advocacy.

Program Mission and/or Goals: Pontchartrain Conservancy (PC) is a leader in coastal sustainability, water quality, and environmental education. We are seeking a motivated and dependable intern to assist with daily operations at our tree nursery. This is a hands-on, outdoor position ideal for someone who enjoys physical work and being in nature. You'll gain valuable experience in horticulture, plant care, and nursery operations.

Responsibilities:

- Assist with planting, watering, pruning, and general care of trees and plants
- Load and unload materials such as soil, mulch, and potted trees
- Weed, clean, and maintain nursery grounds
- Help with inventory and labeling of plants
- Maintain and clean nursery tools and equipment; ensure tools are organized and stored properly
- Assist with pond maintenance, including debris removal, water quality checks, and upkeep of surrounding areas
- Follow safety procedures and maintain a clean work environment

The Tree Nursery Intern will also perform general tasks as needed.

Required Knowledge, Skills, and Abilities:

- Currently pursuing a bachelor's degree
- Preferred Major(s): horticulture, biology, environmental science, ecology
- Must be comfortable working outdoors in hot weather conditions
- Ability to lift up to 50 lbs and perform physically demanding tasks
- Reliable transportation to and from the nursery (no public transit access)
- Punctual, hardworking, and eager to learn
- Interest in horticulture, landscaping, or environmental science is a plus
- Ability to stay organized, multitask and be efficient
- Ability to work effectively independently and in a team environment

- Time Commitment: The internship requires a part-time commitment of 20 hours per week.
- Internship Duration: Internship is expected to be a 9-week period (part-time). July – September 2025

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*Pontchartrain Conservancy (PC) is a not-for-profit environmental organization and an equal opportunity employer. Join our team to support science for our coast through research, advocacy, and education.*

*PC does not discriminate on the basis of race, color, national origin, sex, age, or disability.*

*For more information and to apply, please contact Frank Martinez  
[frank@scienceforourcoast.org](mailto:frank@scienceforourcoast.org) .*