JOB POSTING – March 18, 2021

Closing Date: May 3, 2021

**Temporary Research Staff**

*Wistariahurst Museum*

*Office of Conservation and Sustainability*

Wistariahurst is dedicated to preserving Holyoke's history and inspiring an appreciation of history and culture through educational programs, exhibits, and special events. The Conservation and Sustainability Office works to protect Holyoke’s natural resources and advance climate resilience and energy transition goals.

This temporary position is funded by a Municipal Vulnerability Preparedness Action Grant from the Massachusetts Executive Office of Energy and Environmental Affairs.

**Position Summary:** This temporary research position will create a map and interpretive materials of Holyoke's historic trees with selected specimens of special ecological and/or historical interest. This “Historic Trees of Holyoke” project will be managed as a partnership between the Holyoke Office of Conservation and Sustainability and Wistariahurst, and will offer a new intersection of community interest by synthesizing ecological and historical information for the public.

**Essential Functions:** This position will conduct primary and secondary research to identify existing trees of special interest in Holyoke; Synthesizes information to create interpretive materials with text, images, and graphics; Documents locations of historic trees in map form for the public; Interviews local experts and stakeholders; Prepares and delivers findings through presentations to the Public.

*The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Knowledge, skills, and ability required:** Strong analytical research skills. Basic knowledge and coursework botany, natural resources, or related field. Proficiency with Microsoft Office Suite and related programs. Ability to travel long distances outdoors by foot. Commitment to the mission of Wistariahurst. Ability to work effectively with members of the public.

***Knowledge, skills, and abilities preferred:***  Advanced analytical research skills. Advanced knowledge and coursework in botany, natural resources, or related field. Proficiency in ArcGIS and publishing software. Spanish / English bilingual preferred.

**Experience preferred:** Experience conducting primary or secondary research projects on related topics

**Education, certification, licensure, or other similar required:** A.A., A.S., B.A., or B.S. in botany, forestry, natural resources, history, public history, related field (or in progress), or equivalent experience.

**Education, certification, licensure, or other similar preferred:** M.S. in botany, forestry, natural resources, history, public history, or related field (or in progress).

**Supervision:** Supervised jointly by the Wistariahurst Director and Director of Conservation and Sustainability. *Supervisory responsibilities:* None.

**Job Environment:**  This position is a combination of indoor and outdoor work. Field work includes documentation and data collection of historic trees and other landmarks and may involve interviews and other interactions with members of the public, interns, volunteers, and other staff. Indoor work includes book and computer research, data entry, and creating interpretive materials.

**Physical Requirements:** Requires constant, moderate physical effort including extensive walking (indoors and outdoors), reaching, standing, stooping and climbing; Frequently required to lift, move, and/or push furniture and equipment which may weigh up to 50 pounds; Physical agility is required to access all areas of parks and historic estates; Ability to work under varying weather conditions preferred; Employee must be able to detect odors. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Hours:** 8:30 AM-4:30 PM, Monday-Friday, 35 hours a week

**Fair Labor Standards Act (FLSA) status**: Non-Exempt (hourly)

**Employment status:** Temporary

**Employment Period:** June 7, 2021 - August 27, 2021 (end date is flexible)

**Pay rate:** $25/hour

**Employee Benefits:** None

For more information go to [Wistariahurst | An Historic House Museum in Holyoke, Massachusetts](http://wistariahurst.org/)

*Please respond by EMAIL ONLY to include letter of interest and resume to:*

*personnel@holyoke.org*

***NO PHONE CALLS OR WALK-IN INQUIRIES***

**The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.**