



VetsWork AmeriCorps Position Description

Position Title: Geographic Information System (GIS) Assistant

Project Sponsor: Shawnee National Forest
Supervisor's Office
<https://www.fs.usda.gov/shawnee>

Project Location: Shawnee National Forest, Supervisor's Office at 50 Hwy 145 south,
Harrisburg, IL 62946

Project Sponsor Mission: The mission of the USDA Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

Mt. Adams Institute Mission: VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at:
www.mtadamsinstitute.org

Position Summary: In partnership with the Mt. Adams Institute, the Shawnee National Forest is looking to support an intern with a focus on basic geospatial analysis processes, protocols, and solutions used to support multi-disciplinary land and natural resource management. Primary emphasis areas will consist of geographic information system, the system the Forest Service and others use to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

The intern will work with experienced GIS specialists in the management of spatial data that is used to support resource management decisions. The intern may have or will develop a working knowledge of ArcGIS, including many common tools such as Arcmap, Arctoolbox and ArcCatalog, and will perform training assignments under the supervision of the Forest's GIS specialists. The intern will create shape files, use toolbar navigation, use editing, mapping, drawing, clipping, buffering and geo-referencing tools. On-the-job training in all the above using forest-level data, in addition to state and national geospatial data websites such as NRCS Geospatial Data Gateway will be provided.

There will be independent work on a variety of resource data to support the Forest's monitoring activities, project analyses, and Forest planning. They will work with local resource specialists to determine individual program and project needs and design maps or other products related to those specific needs. Training will consist of data collection for processing and compiling into datasets for cartographic models, maps, and analysis. There will also be opportunities to be introduced to and support employees working in various other functions, such as timber, recreation, archeology, special uses, fire, and wildlife.

General Responsibilities (to include, but not limited to):

1. Support the maintenance of spatial (GIS) and tabular (INFRA) databases on the Forest.
2. Collaborates with a diverse group of local resources specialists, planners, and managers to determine all program geospatial data needs, including but not limited to cadastral land survey, recreation, heritage, wildlife and botany, timber and wildland and prescribed fire programs.
3. Work with same local resources specialists, planners, and managers to coordinate and implement local GIS activities such as the production and updating of specific project-related maps.
4. Digitizes raw land-based data into the geographic information database of record as needed.
5. Works with Forest GIS specialist to conduct 3/D spatial analysis and geospatial modeling as needed.
6. Works with Forest GIS specialist to provide Forest-user support and troubleshooting assistance for problems related to GIS hardware and application software.
7. Work with Forest GIS specialist on quality control for all geospatial data projects.
8. Promotes an integrated training program to teach basic skills in geospatial software such as ArcGIS, data acquisition, and retrieval and analysis.
9. Working effectively with variety of groups and individuals concerning geospatial programs and data, and to learn about the management and analysis of resource information.
10. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
11. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
12. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
13. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
2. Attend a mandatory orientation in Dover, TN from 3/4 to 3/8 (Food and Lodging provided), quarterly Intern trainings, and quarterly Intern meetings.
3. Basic knowledge of geospatial technology and ESRI ArcGIS software.
4. Ability to drive a 4-wheel drive vehicle on unimproved roads.

5. Working knowledge of cartographic principles and conventions and a desire to promote environmental stewardship.
6. Ability to work and communicate effectively with a variety of individuals and groups.
7. Demonstrates resourcefulness, motivation, and independence
8. Must be physically able and willing to participate in field-going activities on an occasional basis however the work is typically performed in a climate controlled office environment.
9. Must possess leather work boots with 8" tops and lug soles.
10. Ability to work alone or with others.
11. Meet other requirements of federal employee (eg. background check, defensive driving, etc...)
12. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
13. 21 years of age at beginning of service term.
14. U.S. citizen, national or lawful permanent resident.
15. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
16. Ability to commit to the full 45-week term of service.
17. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does not have recurring access to vulnerable populations.
18. Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

Preferred Qualifications:

1. Image processing, remote sensing and data recording equipment, and map reading.
2. Background in GIS, forestry, natural resources, or related field
3. Map and compass skills.
4. Field record management.
5. Experience with hand-held GPS units for navigation and data collection
6. Computer skills for data management (ArcGIS, Word, Excel, Access)
7. Experience working with Lidar or other aerial data

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$13,500, paid over term of service.
2. Upon successful completion of a term of service, eligible members receive an education award of \$6,095. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).

5. Child care allowance for those who qualify.
6. VetsWork is an apprenticeship program approved by the Department of Veterans Affairs (VA) and the Department of Labor. Members with G.I. Bill benefits may be able to dual enroll as an apprentice and access their Monthly Housing Allowance (MHA) of up to approximately \$2400 per month. Actual benefits vary by individuals' qualified benefits.
7. Professional development, trainings and networking opportunities.
8. No housing provided by service site.

Transportation Information:

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Intern is responsible for travel to and from orientation and to and from duty station.

Equal Opportunity:

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. MAI is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. MAI is an equal opportunity employer and does not discriminate in its employment decisions.

MAI provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

**Application Instructions
Below**

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates March 4, 2019 to January 10, 2020

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, click on the red **Apply to Serve** button.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.

3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **VetsWork – Mt. Adams Institute – Veterans Only** and click "Apply Now" at the bottom of the page.

Step 2: Submit these additional materials promptly (email preferred). **Your application will not be considered until all of the materials listed below are received.**

1. A resume.
2. A cover letter for each position in which you are interested applying.
3. A copy of your DD 214 with an honorable discharge (general under honorable conditions discharge considered on a case-by-case basis).
4. Visit <https://mtadamsinstitute.org/internships/#vetswork> to print the MAI AmeriCorps Certification Form found under VetsWork Application Documents heading. Sign and date the form with original signature.
5. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
6. Submit your completed MAI Driver Certification and Safety Agreement form found at <https://mtadamsinstitute.org/internships/#vetswork> under VetsWork Application Documents heading.
7. Read "VetsWork Frequently Asked Questions" and "Is VetsWork Right for Me?" found at <https://mtadamsinstitute.org/internships/#vetswork> under VetsWork Application Documents heading.

Questions? Contact Katie Schmidt at katie@mtadamsinstitute.org or 509-395-3465
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

Checklist for Completed INTERN APPLICATION

Forms can be mailed or scanned and emailed to Katie Schmidt.

- Application** – AmeriCorps online application
- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- List positions in order of preference if applying for more than one**
- MAI AmeriCorps Certification Form**
- Driving Record / Abstract** – from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time).
- Driver Certification and Safety Agreement form**