



VetsWork AmeriCorps Position Description

Position Title: Writer / Analyst Intern

Project Sponsor: Shawnee National Forest
Mississippi Bluffs Ranger District
<http://www.fs.usda.gov/shawnee>

Project Location: 521 N. Main Street, Jonesboro, Illinois 62952

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 for a writer-analyst intern to coordinate, write, edit and finalize documents, primarily in support of environmental analysis related to the National Environmental Policy Act (NEPA), and to a lesser extent conservation / environmental education material on forest health. The position requires interaction with a wide variety of district employees including people who oversee and direct forest activities. These people may include the District Ranger, natural resource specialists, wildlife biologists, public affairs officers, and others.

The selected candidate must be highly dedicated, adaptable, and committed to the success of each project. The position requires a person who is energetic, responsible, self-motivated and self-directed. The Writer / Analyst intern should be have excellent written and oral communication skills and a working knowledge of Microsoft Word and Excel. This position offers an excellent opportunity to become acquainted with all facets of the Forest Service, including a leadership perspective and the focus of professional specialist work (e.g., wildlife, watershed and fisheries, soils, and archeology). Most of the job is conducted in an office setting, although there will be opportunities to go to the field.

This is also an outstanding opportunity to work for a federal land management agency on one of the most naturally diverse areas in the eastern woodlands featuring strikingly beautiful oak-hickory forests, flourishing wetlands, lush canyons, razorback ridges and unique geological features. A rare convergence of six natural ecological regions results in an incredible diversity of plant and animal species. The Shawnee National Forest is one of the largest public land entities in Illinois, managing 290,000 acres of land in southern Illinois.

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

1. Work with subject matter experts to prepare or review content for environmental analysis documents.
2. Write short reports and documents, such as press releases.
3. Edit and proofread technical reports.
4. Ensure the documents meet elements in the style guide.
5. Research and write short papers for environmental education.
6. Research and write newsletters.
7. Research and write public interest stories for the newspaper.
8. Interview natural resource specialists to gain clarity on the context of their specialized reports.
9. Learn about the National Environmental Policy Act (NEPA), especially the components that influence the content and clarity of technical reports.
10. Assist professional specialists (who might include a wildlife biologist, recreation technician, range technician).
11. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
12. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
13. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
14. 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.
3. Attend a mandatory mid-term gathering/training in Dover, TN midway through the 45 week program.
4. Ask questions. This job is varied and complex. Incumbent is expected to build relations with other employees and ask a lot of questions to understand the context and opportunities for the writer/editor position.
5. Applicants should also be proficient in communication and human relations to maintain good working relationships with partners, team members and peers in person and virtually.
6. Strong writing skills are important for the various documents that need to be created.

7. Working knowledge of Microsoft Word and Excel.
8. In addition, knowledge of Forest Service policies and procedures is preferred.
9. Meet other requirements of federal employee (e.g. background check)
10. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
11. 21 years of age at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full 45-week term of service.
15. 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.
16. 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. Knowledge of “clear writing” and 508 compliance/regulation.
2. Experience with social media applications.
3. Previous experience with technical writing and public affairs communications is preferred.

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 \$2,400 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**