



## **VetsWork AmeriCorps Position Description**

**Position Title:** Restoration, Education and Community Education (RECE) Assistant – Two Positions Available

**Project Sponsor:** Tillamook Estuaries Partnership  
[www.tbnep.org](http://www.tbnep.org)

**Project Location:** 613 Commercial, Garibaldi, Oregon 97118

**Project Sponsor Mission:** Dedicated to the conservation and restoration of Tillamook County's estuaries and watersheds in their entirety.

**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](http://www.mtadamsinstitute.org)

**Position Summary:** In partnership with the Mt. Adams Institute, Tillamook Estuaries Partnership (TEP) seeks individuals with interest in natural resource conservation and education. This position will primarily support TEP's native plant nursery which propagates 75,000 coastally adapted species for habitat restoration projects along the Oregon coast. In addition, this position offers opportunities to participate in education and outreach programs throughout Tillamook County. The RECE Assistant will work with TEP staff, volunteers, at-risk youth, elementary school students, government and environmental organization partners, and the general public.

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

1. Operational tasks at the native plant nursery, NOPRP.
2. Hiking to collect native seeds in the field.
3. Sowing seeds into tubes, transplanting yearlings from tubes into pots, and planting bare-root material into pots.
4. Measuring growth of seedlings, yearlings and outplant candidates; recording prevalence of pathogens, and insects on plants; and culling dead plants and weeds.
5. Special projects at the nursery such as developing procedures for tool check out, care and storage.

6. Scheduling and implementation of TEP's Children's Clean Water Festival and Down by the Creekside events.
7. Help staff TEP's information booths at community events such as Garibaldi Days, Tillamook County Fair, and Farmers' Markets.
8. Photograph and write event descriptions for social media and press releases about the Explore Nature events that TEP leads.
9. Outplanting or hiking to designated restoration sites; planting nursery-reared trees, shrubs, and forbs with our BackYard Planting Program team; and recording transplant demographics (e.g. species, abundance, distribution, size)
10. Population survey hiking through and possibly kayaking to coastal habitat and surveying wildlife populations.
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 Corbett, OR from 3/18 to 3/22, quarterly Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings), and quarterly Intern meetings.
3. Work shall be performed in both an office and field environments. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 30 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.
4. Work shall be performed under the supervision of the TEP Executive Director and mentorship of TEP staff. The employee shall review general instruction regarding the scope and approach to projects and assignments. This position is subject to the Employee Handbook, Safety Policies, Background Check, Fiscal Policies and all other TEP policies.
5. Effective communications (e.g. respectful and courteous in all verbal and non-verbal communications).
6. Demonstrate integrity and ethical behavior.
7. Work in an economically, socially and environmentally sustainable manner.
8. Concern for accuracy and effectiveness.
9. Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities, deadlines and direction.
10. Willing to carry out tasks and respond to situations as they arise with minimal supervision.
11. A cooperative manner and the ability to serve as part of a diverse team.

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 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. Understanding of (or willingness to learn about) coastal natural resource issues and processes, particularly those that impact native plants, salmonids and water quality.
2. Comfortable working with all age groups and abilities.

### **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. TEP does not have work vehicles. This position requires a member to have a personal vehicle and show proof of a valid driver's license and automobile insurance.
2. Member will be reimbursed mileage for work related driving.
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

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**Application Deadline:** Open Until Filled

**Interviews:** Will occur as qualified applications are received.

**Type of position:** Individual Placement

**Service Dates** March 18, 2019 to January 24, 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](mailto: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**