



PUBLIC LANDS STEWARDS PROGRAM AmeriCorps Position Description

Position Title: Environmental Education Specialist

Project Sponsor: Willamette Resources & Educational Network (WREN)

WREN Mission: To practice and promote land stewardship through education, partnerships, and scientific research. www.wild.blogspot.com

Project Location: 751 S. Danebo Ave. Eugene, OR 97402

Mt. Adams Institute (MAI) Mission: This position is in partnership with 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. <http://www.mtadamsinstitute.com>

Position Summary: In partnership with the Mt. Adams Institute, the Environmental Education Specialist will, under supervision of the WREN Program Coordinator, carry out WREN's environmental education mission by teaching classes and workshops, leading and participating in educational field trips for youth and adults, and providing educational outreach activities at community events (60%), work with WREN program partners to develop materials and programs (30%), and supporting a positive visitor experience in the West Eugene Wetlands (WEW) (10%).

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

1. Teach WREN environmental education curricula in K-12 classrooms, during community events and outreach, and field trip settings.
2. Conduct regular trail observation walks through WEW program sites to engage with public and report site conditions.
3. Lead environmental education activities and represent WREN at community events and special programs.
4. Collaborate with staff to develop new educational materials including science-based classroom activities and interpretive displays and programs.
5. Collaborate with partners programs and staff to gain an appreciation for their efforts in lands stewardship.
6. From June-August, the Environmental Education Specialist will act as liaison on a partnership grant between the Youth Corps, BLM, City of Eugene, and Nature Conservancy. Duties will include developing and leading on-site educational programs, reinforcing group management decisions, and documenting work through photography and daily logs.

7. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
9. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Familiarity and facility with basic Microsoft Office software, Internet search programs, Social media platforms, and standard email software.
2. Excellent written and verbal communication skills, time-management and organizational skills.
3. Enthusiasm for nature, working in the outdoors and working with youth.
4. The ability to communicate and interact in a positive, professional manner with diverse populations, including project partners, staff, volunteers, youth and the general public.
5. Ability and willingness to work outdoors and in inclement weather.
6. Demonstrated ability to work individually and in teams; a collaborative, can-do, positive work attitude.
7. Serve some evenings and weekends.
8. Regular and reliable attendance.
9. Attend a mandatory orientation from 5/6 – 5/10 and Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings).
10. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
11. Must have a valid driver's license, clean driving record and ability to provide documentation.
12. 21-30 years of age at beginning of service term.
13. U.S. citizen, national or lawful permanent resident.
14. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
15. Ability to commit to the full term of service.
16. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position have recurring access to vulnerable populations.
17. AmeriCorps 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. Bachelor's degree or equivalent four years of experience in life science, environmental science, natural history, ecology, geology or related field.
2. At least one year's experience in environmental education or environmental studies.
3. Education or experience with the science and natural history of wetlands.
4. Fluent in both written and spoken Spanish.
5. Creativity and excellent problem-solving skills.

Member Benefits Include:

1. A total taxable living allowance (before taxes) \$7,500 paid over 25 week term of service.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$3,047. 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. Opportunities to attend trainings and events.

Transportation Information:

1. Member must provide own transportation between project sites—will be provided with \$0.56/mile reimbursement.
2. Most sites are located right off bike path, so bringing a bike is encouraged.
3. Intern is responsible for travel to and from orientation and to and from duty station

Application Instructions

Application Deadline: Opened Until Filled.

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: May 6 - October 25, 2019 (25-week position)

Length of Term: 960 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 for program name **Mt. Adams Institute – Public Lands Stewards**
4. Select the position listing and click "Apply Now" at the bottom of the page.

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

1. A resume and a cover letter. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. Visit <http://mtadamsinstitute.com/jobs/> to print the MAI AmeriCorps Certification Form found under Public Lands Stewards Application Documents heading. Sign and date the form with original signature.

3. 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.
4. Read the MAI Personal or Organizational Vehicle Use Policy (below) and submit your completed Driver Certification Form and Safety Agreement (Form 27) found at <http://mtadamsinstitute.com/jobs/>

Questions? Contact:

Marijke Weaver at marijke@mtadamsinstitute.org

Office: 509.395.3463

Mt. Adams Institute

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