



VetsWork AmeriCorps Position Description

Position Title: Restoration, Education and Community Engagement (RECE) Assistant

Project Sponsor: Tillamook Estuaries Partnership (TEP)
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

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 to support TEP's mission to conserve and restore Tillamook County's watersheds through active stewardship, scientific inquiry, community engagement, and education.

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

1. Habitat Restoration assistance (~40% of time)
 - a. Operational tasks at the native plant nursery including sowing seeds; transplanting yearlings; planting bare-root material; measuring plant growth; inspecting plant health; culling dead plants; weeding (nursery)
 - b. Hiking to collect native seeds (field)
 - c. Special projects at the nursery (e.g. procedure development; operational efficiency improvements; asset and chemical inventory; development of tool check out system)
 - d. Installing monitoring equipment at restoration sites and collecting data (field)
 - e. Outplanting – hiking to designated restoration sites; planting nursery-reared trees, shrubs, and forbs with our BackYard Planting Program (BYPP) team; recording transplant demographics (e.g. species, abundance, distribution, size) (field)

- f. Population surveys – Hiking through and possibly kayaking to costal habitats (e.g. spruce swamp, coastal prairie, tidal wetlands, salt marsh, riparian area, forest, bay island) and surveying wildlife and invasive species (field)
 - g. Removing invasive species (field)
2. Education and Community Engagement assistance (~40% of time)
 - a. Providing logistical, planning, and implementation support for TEP events such as Year in Review public meeting(s), State of the Bays presentation(s), volunteer appreciation celebration(s), Celebrating the Bounty of the Bays fundraiser(s), volunteer stewardship activities at the native plant nursery
 - b. Scheduling and implementing TEP's Clean Water Festival (a one day event in March for Tillamook County 4th graders; ~300 children, 100+ volunteers) and Down by the Creekside (a three-day event in May or Oct for 3rd graders; ~100 children, 25+ volunteers daily) (field)
 - c. Helping to staff TEP's information booths/tables at community events such as Garibaldi Days (July), Farmers' Markets (3 weekends over summer) (field)
 - d. Attending, photographing, and writing event descriptions for social media and press releases about the Explore Nature events that TEP leads (3-4 events between March and November), www.explorenaturetillamookcoast.com (field)
 - e. Participating as science coach during partner-led outdoor education events and in-school science project/fairs (field, elementary schools)
 - f. Inventorying TEP education kits, updating contents, updating/developing lesson plans
 3. Water Quality assistance (~5% of time)
 - a. Collecting biweekly water quality samples (field)
 - b. Assisting during ocean acidification study (field)
 - c. Special projects (e.g. microplastics surveys, beach and waterway cleanups)
 4. Administrative assistance (~5% of time)
 - a. Maintaining public areas in office space for general orderliness and professional appearance
 - b. Assisting with office recycling and other administrative duties
 - c. Conducting physical inventory of TEP office, lab, and storage units
 - d. Electronically archiving data sheets and photographs
 5. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
 6. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
 7. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
 8. 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 2/03 to 2/07 and Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings).
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 \$15,750, paid over term of service.
2. Upon successful completion of a term of service, eligible members receive an education award of \$6,195. 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. A \$500/month housing stipend is 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**

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates February 3, 2020 to December 11, 2020

Length of Term: 1700 hours

How to apply:

Submit the following materials by email to katie@mtadamsinstitute.org. If you are selected for a position additional documents will be required.

1. A resume including three professional references (These could be military, civilian, or academic.)
2. A separate cover letter for each position in which you are interested in applying.
3. A copy of your DD 214 with an honorable discharge (general under honorable conditions discharge considered on a case-by-case basis). This needs to be the long form Member 4 copy which has 30 total boxes of information.
4. Read "VetsWork Frequently Asked Questions" and "Is VetsWork Right for Me?" found at <https://mtadamsinstitute.org/internships/#vetswork> under the 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 initial INTERN APPLICATION

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

- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- In the submission email list positions in order of preference if applying for more than one**