



## **VETSWORK AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Stewardship Coordinator

**PROJECT SPONSOR:** Willamette Riverkeeper - <https://willamette-riverkeeper.org/>

**SERVICE DATES:** February 3, 2020 to December 11, 2020

**PROJECT LOCATION:** 403 SE Caruthers St. #101, Portland, OR 97214

**POSITION SUMMARY:** In partnership with the Mt Adams Institute, National Oceanic and Atmospheric Administration (NOAA), Willamette Riverkeeper will provide an array of opportunities and experiences to the intern, including but not limited to: natural resource management and land stewardship of public and conserved lands, invasive species removal, native planting, ecological surveys, mapping, data management, volunteer recruitment and coordination, and environmental education. The position will primarily assist the Restoration Program, but will also assist other staff members with outreach events, River Discovery paddles, and mussel surveys. This position is based in Portland, Oregon but will include travel throughout the Willamette River Valley on a regular basis.

### **GENERAL RESPONSIBILITIES (TO INCLUDE, BUT NOT LIMITED TO):**

1. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
2. Assist with restoration and stewardship of riparian and aquatic habitats on public and conserved lands adjacent to the Willamette River.
3. Collect and manage data primarily related to (invasive species, volunteer engagement, fresh water mussel research, photo monitoring, and photo documentation).
4. Plan and lead volunteer stewardship events with community partners.
5. Participate in Willamette Riverkeeper outreach and education events.
6. Assist in building of new partnerships and maintaining existing ones.
7. Help maintain and manage restoration field equipment.
8. Assist with reporting for restoration program.
9. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
10. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
11. 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.
2. Attend mandatory orientation in Corbett, OR (February 3-7) and Intern trainings (mid-term) in Trout Lake, WA (food and lodging provided).
3. An interest in natural resources management and desire to gain both field and office skills
4. Comfortable in a canoe or kayak on moving water.
5. Ability to work with people of various ages, interests, backgrounds and beliefs.
6. Must be self-motivated and be skilled in organization and time management.

7. Should be comfortable speaking to audiences as well as in one-on-one settings with students, partners and general public.
8. Comfortable working in both a field and office setting.
9. Weekend and evening work on occasion.
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 education award.
14. Ability to commit to the full 45-week term of service (10 ½ - months).
15. 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.
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. Desire to learn about natural resource management, river health, floodplain restoration, ecology, botany, and related fields.
2. Previous experience and familiarity with river navigation; ability to paddle a canoe or kayak on a river.
3. Ability to work independently and with teams on multiple and sometime simultaneous diverse tasks.
4. Excellent communication skills, including; writing, speaking, and networking.
5. Experience using Microsoft Word, Excel and PowerPoint.
6. Knowledge, experience or strong desire to learn about using mapping software (GIS, Avenza, or Google Earth).

#### **MEMBER BENEFITS INCLUDE:**

1. 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.
2. \$15,750 living allowance paid over the 10 ½ -month term of service (\$350 weekly, before taxes).
3. \$6,095 education award (qualified student loans and/or education expenses)
4. Loan Forbearance
5. Health Care Insurance
6. Child Care Reimbursement
7. Professional development, trainings and networking opportunities.
8. \$500/month housing stipend provided by service site.

#### **TRANSPORTATION INFORMATION:**

1. Project site is accessible by public transportation.
2. Agency/Organization vehicles will be available for some work-related travel.
3. Intern will also need to use own vehicle for travel. Mileage reimbursement will be included.
4. 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.

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## APPLICATION INSTRUCTIONS:

Email the following 4 documents to [katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org):

- Resume (Include contact information for three professional references - military, civilian, or academic)
- Cover letter (One for each position applying to).
- Answers to the following:
  - What is your motivation for applying to VetsWork?
  - What are you hoping to get out of this experience?
- Copy of your DD 214 with an honorable discharge:
  - “General under honorable conditions” discharge are considered on a case-by-case basis
  - Must be long form “Member 4 copy” (has 30 total boxes of information).

## ADDITIONAL INFORMATION:

- Application are open until filled
- Interviews will occur as qualified applications are received.
- More information can be found at “[VetsWork Frequently Asked Questions](#)” and “[Is VetsWork Right for Me?](#)”
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

**QUESTIONS?** Contact: Katie Schmidt | Recruitment Coordinator  
509-395-3465  
[katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org)  
[mtadamsinstitute.org](http://mtadamsinstitute.org)