



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Lands and Realty Management Intern

PROJECT SPONSOR: USDA Forest Service - Alaska Regional Office

SERVICE DATES: March 2, 2020 to January 15, 2021

PROJECT LOCATION: 709 West 9th Street, Room 535B, Juneau, AK 99801

POSITION SUMMARY: In partnership with the Mt. Adams Institute, U.S. Forest Service Regional Office is seeking a Lands and Realty Management intern to assist experienced Realty Specialist in assessing the feasibility of proposed land adjustment projects, such as purchases, donations or exchanges. Managing lands and realty on the forests of Alaska helps the Forest Service enhance natural resource stewardship, provide visitor experiences, and improve access. Lands and realty programs authorize a variety of uses on those lands to meet the needs of the American people. With supervision, the intern will research land ownership status, review title documents, perform field inspections, identify potential issues, evaluation alternatives and write reports.

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

1. Land status reviews
2. Title research
3. Review laws, regulations and policies
4. Evaluate issues and alternatives related to land acquisitions
5. Write reports and maintain land records
6. Perform field inspections
7. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
8. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
10. 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 a mandatory orientation (March 2-6) and Intern trainings (mid-term) in Dover, TN - (food and lodging provided).
3. Good written communication skills.
4. Ability to prioritize and manage deadlines.
5. Communicate in a professional manner with the public and Forest employees.
6. Attention to detail.
7. Comply with all established agency safety policies and procedures.
8. Meet other requirements of a federal employee (eg. background check)
9. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
10. 21 years of age at beginning of service term.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
13. Ability to commit to the full 45-week term of service (10 ½ - months).
14. 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.

15. 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:

- Experience reading and applying laws, policies, handbooks and manuals.
- Experience analyzing alternatives.
- Experience writing federal reports
- An interest in federal lands and realty

MEMBER BENEFITS INCLUDE:

- 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.
- \$15,750 living allowance paid over the 10 ½ -month term of service (\$350 weekly, before taxes).
- \$6,095 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.
- \$1,100 per month housing stipend provided by service site.

TRANSPORTATION INFORMATION:

- Alaska Airlines has several flights into Juneau daily.
- There is no road access to Juneau directly. From the south, the Alaska Marine Highway System operates a weekly ferry from Bellingham, WA. Alternatively, drive the Alcan Highway through British Columbia and the Yukon Territory to Skagway or Haines, and take the southbound ferry to Juneau. For fares and schedules, visit <https://dot.alaska.gov/amhs/>
- Juneau has public transportation (bus), as well as taxi service and Uber service. A personal vehicle is not necessary, but it is recommended for personal recreation.
- Transportation will be provided, if required for business purposes.

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:

Email the following 4 documents to katie@mtadamsinstitute.org:

- Resume
- Cover letter (One for each position applying to).
- Three professional references (military, civilian, or academic) – Information to include: Name, Title, Relation to you, email & phone number.

- ❑ Supplemental Questions:
 - 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:

- MAI screens all applications and conducts pre-interviews. If qualified, MAI will conduct thorough reference checks and recommend candidate for Sponsor Site interviews.
- If VetsWork position is offered, additional paperwork will be required.
- 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.macslit.org/articles/cover-letters>

QUESTIONS? Contact: Katie Schmidt | Recruitment Coordinator
509-395-3465
katie@mtadamsinstitute.org
mtadamsinstitute.org