



## VETSWORK AMERICORPS POSITION DESCRIPTION



**POSITION TITLE:** Records and Information Management Intern

**PROJECT SPONSOR:** Alaska Regional Office, U.S. Forest Service

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

**PROJECT LOCATION:** 709 W. 9<sup>th</sup> St., Room 535F, Juneau, AK 99801

**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the Alaska Regional Office is seeking an intern to support administrative records keeping duties. The position supports the Ecosystem Planning and Budget office which is responsible for coordinating regional efforts in project and Forest level planning, litigation, administrative reviews (appeals and objections), responding to Freedom of Information Act (FOIA) requests, Alaska roadless rulemaking, and managing the regional budget. The intern will help advise units on record management needs, provide trainings and guidance for units, and facilitate the transfer of records. This position will provide experience in National Environmental Policy Act (NEPA), administrative reviews, and litigation.

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

1. Maintaining and coordinating the use of records management tracking tools, including an inventory of records located on site.
2. Identifying and tracking records placed under legal hold. Verifying that records may be disposed of when their scheduled retention period is reached.
3. Providing advice and guidance to staffs regarding the creation, maintenance and use of records, electronic recordkeeping and electronic mail systems, and databases for National Environmental Policy Act, administrative records and records filed with federal courts associated with litigation.
4. Assisting with searches of legal records, reference, or historical material that requires knowledge of public land records and laws and the ability to establish, maintain, and close case files or systems of public land records.
5. Other duties assigned include processing and maintenance of regional directives.
6. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
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. 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. Strong organization skills.
4. Strong written and communication skills.
5. Meet other requirements of a federal employee (eg. background check)
6. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
7. 21 years of age at beginning of service term.
8. U.S. citizen, national or lawful permanent resident.
9. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
10. Ability to commit to the full 45-week term of service (10 ½ - months).

11. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does not have recurring access to vulnerable populations.
12. 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. Familiarity with the National Environmental Policy Act and regulations
2. Familiarity with the Federal Records Act

#### **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. \$ 1,100 per month housing stipend provided by service site.

#### **TRANSPORTATION INFORMATION:**

1. Alaska Airlines has several flights into Juneau daily.
2. 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/>
3. 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.
4. 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.

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#### **APPLICATION INSTRUCTIONS:**

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

- Resume (Include contact information ((email & phone)) 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)