



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. 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. 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 May 4 – May 8 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) \$8,750 paid over 25 week term of service.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$3,097. 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 4 - October 23, 2020 (25-week position)

Length of Term: 960 hours

If you are interested in this position AND you meet the requirements for the position, please complete the following steps to apply for the position. To be considered for an interview all of the following information must be submitted via email to our Program Coordinator.

Application Instructions:

Email the following 4 documents to our Program Coordinator Mike@mtadamsinstitute.org. Each of these documents must be submitted as a separate email attachment as either a word or pdf document.

- Resume (attach a separate word doc or pdf to email)
- Professional references. Please provide email AND phone contact information for three professional references (attach a separate word doc or pdf to email)
- Cover letter(s). Please submit a separate cover letter for EACH position you are interested in (attach a separate word doc or pdf to email)
- Answers to the following questions (attach a separate word doc or pdf to email):
 - What is your motivation for applying to this position?
 - What are you hoping to get out of this experience?

Additional information:

- More information can be found at <https://mtadamsinstitute.org/public-lands-stewards>
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

QUESTIONS? Contact: Mike Gundlach

Public Lands Stewards Program Coordinator

mike@mtadamsinstitute.org

Office/Cell: 503-926-4407

Mt. Adams Institute

2453 HWY 141, Trout Lake, WA 98650

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