

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Forest Stewardship Technician

**PARTNER ORGANIZATION:** King Conservation District

**WEBSITE:** [www.KingCD.org](http://www.KingCD.org)

**PROJECT LOCATION:** 800 SW 39th St, Suite 150, Renton, WA 98057

**SERVICE DATES:** February 8, 2021 to December 17, 2021



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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), King Conservation District (KCD) will sponsor a VetsWork AmeriCorps Member to serve as a Forest Stewardship Technician, split between the urban and rural forest stewardship programs. They will receive in-depth training on forest management principles and skills for assessing forest conditions. The Member will conduct forest inventories, create G.I.S. maps, and write forest stewardship plans with the overall goal of enhancing and protecting forest natural resources. They will assist the Urban Forest Stewardship Program on projects including community education and outreach, forest health assistance, stewardship plan development, and assisting with the Urban Forest Stewardship project selection process. With service in the office and the field, the position involves labor intensive, multi-faceted duties that require a high level of motivation, versatility and independence. The ideal candidate has an eagerness to learn about and apply forest health practices and principles in urban and rural settings.

### **ESSENTIAL FUNCTIONS (TO INCLUDE, BUT NOT LIMITED TO):**

- Plan and coordinate public engagement events and general program outreach to increase awareness of forest health projects and the practices that protect and enhance tree canopy cover.
- Assist with planning and coordinating small acreage forest education events for landowners.
- Assist with planning and coordinating forest and tree canopy enhancement projects for public and private properties.
- Assist with writing forest stewardship plans for public entities and private individuals.
- Learn about and become experienced with Geographic Information Systems (GIS) and using them to do analysis and develop maps.
- Assist Urban and Rural Forest Stewardship Program staff with vegetation inventories and assessments.
- Support the Urban and Rural Forest Stewardship Programs by using inventory and assessment findings to characterize the condition of forest and tree canopy cover and identify actions to improve and expand forest and tree canopy cover with public entities and private individuals.
- Perform office and administrative tasks in association with assigned projects.
- Attend KCD and partner trainings related to forest health management.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, trainings and team meetings.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear MAI identifiers and required safety gear while performing service or attending official events.

### **POSITION REQUIREMENTS:**

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Attend mandatory MAI Orientation (February 8-12) and Intern trainings (mid-term) – Location to be determined.

*Mt. Adams Institute strengthens the connection between people and the natural world through education, service learning, career development and research.*

- Communicate effectively orally and in writing with staff, project partners, the general public, and a diverse landowner population.
- Manage overlapping program/project deliverables while successfully operating in a small office environment that often requires staff to adapt to and accommodate changing priorities.
- Able to take direction and serve as a member of a team.
- Use Microsoft Office to write reports, track work progress, prepare and record program/project data and records.
- Serve occasional evenings and weekends.
- Travel to various locations throughout King County.
- Able to perform physical tasks in all weather conditions.
- A cooperative manner and the ability to serve as part of a diverse team
- Comply with all Partner Organizations safety policies and procedures.
- Must have served in US Armed Forces and have a DD214 with an honorable discharge.
- At least 21 years of age at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
- Ability to commit to the full 45-week term of service.
- Selection, placement and retention are contingent upon passing the National Sex Offender Public Registry, state of service and state of residence criminal history check and a national FBI check.
- 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.
- **Must be willing to respond to COVID-19 restrictions by altering duties, working remotely from home, wearing designated Personal Protective Equipment (PPE) such as masks, ensure social distancing and follow all agency requirements while working and living in agency housing.**

#### **PREFERRED QUALIFICATIONS:**

- Experience and/or education in natural resources, environmental science, education, and/or public outreach.
- Knowledge of or experience working with diverse groups of community members.
- Knowledge of or experience in Pacific Northwest ecology and native plant species.
- Knowledge of or experience in using GIS/GPS.
- Knowledge of or experience with the practices and principles of forest health management.

#### **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).
- \$6,345 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.
- Professional development specific to the Intern's interests (Pesticide applicator license, GIS training, etc.)
- Training stipend to cover the cost of trainings related to service position.

### **HOUSING:**

- No housing provided by service site.
- KCD sponsors 4 AmeriCorps Individual Placements and 15 AmeriCorps crew members each year. They often find housing together near the office. KCD staff will connect the MAI Intern with the other AmeriCorps members before the service term starts.

### **TRANSPORTATION INFORMATION:**

- Project site is accessible by public transportation.
- Agency/Organization vehicles are available for service-related travel.
- Intern is responsible for travel to and from orientation and to and from duty station.

### **OTHER CONSIDERATIONS:**

- The KCD office is located in a suburban area, approximately 30 minutes south of downtown Seattle.
- The weather in Western Washington is mild with the rainy season lasting from October - June in some years, and dry summers from July - September.

### **DIVERSITY, EQUITY AND INCLUSION:**

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our Interns and staff with trainings and career development opportunities.

MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

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### **APPLICATION INSTRUCTIONS:**

Email the following documents to Katie Schmidt at [katie@mtadamsinstitute.org](mailto: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?
- DD 214 – (with 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).

### **PROCESS:**

1. MAI screens application materials, conduct pre-interviews, and recommends qualified applicants for Service Site interviews.
2. Service Sites interview candidates, conduct reference checks and recommend placement.
3. If position is offered, additional paperwork will be required.

***Due to Covid-19 parts of our programming may change***

**ADDITIONAL INFORMATION:**

- More information 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)

