

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Restoration, Education & Community Engagement Assistant (RECE)

(Two Positions)

PARTNER ORGANIZATION: Tillamook Estuaries Partnership

WEBSITE: www.tbnep.org

PROJECT LOCATION: 613 Commercial St, Garibaldi, OR 97118

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



POSITION SUMMARY: In partnership with the Mt. Adams Institute, and National Oceanic and Atmospheric Administration (NOAA), Tillamook Estuaries Partnership (TEP) seeks individuals with interest in natural resource conservation and education. This position will primarily support TEP's native plant nursery which propagates 75,000 coastally adapted species for salmon habitat restoration projects along the Oregon coast. In addition, these positions offer opportunities to participate in education and outreach programs throughout Tillamook County. The RECE Assistants will work with TEP staff, volunteers, at-risk youth, elementary school students, government and environmental organization partners, and the general public to support TEP's mission to conserve and restore Tillamook County's watersheds through active stewardship, scientific inquiry, community engagement, and education. These positions are funded through the National Oceanic and Atmospheric Administration (NOAA) and the interns will have the opportunity to engage with NOAA's salmon habitat restoration activities as part of the experience.

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

- Habitat Restoration and Monitoring assistance (~40% of time)
 - Operational tasks at the native plant nursery including sowing seeds; transplanting yearlings; planting bare-root material; measuring plant growth; inspecting plant health; culling dead plants; weeding.
 - Hiking to collect native seeds.
 - Special projects at the nursery (e.g. procedure development; operational efficiency improvements; asset and chemical inventory; development of tool check out system).
 - Installing monitoring equipment at restoration sites and collecting data (field)
 - Outplanting – hiking to designated restoration sites; planting nursery-reared trees, shrubs, and forbs with our BackYard Planting Program (BYPP) team; recording transplant demographics (e.g. species, abundance, distribution, size).
 - Population surveys and data entry – Hiking through and possibly kayaking to coastal habitats (e.g. spruce swamp, coastal prairie, tidal wetlands, salt marsh, riparian area, forest, bay island) and surveying wildlife and invasive species.
 - Removing invasive species.
 - Creating maps using ArcGIS.
- Education and Community Engagement assistance (~40% of time)
 - Providing logistical, planning, and implementation support for TEP events such as Year in Review public meeting(s), biennial Estuary Science Symposium, volunteer appreciation celebration(s), Celebrating the Bounty of the Bays fundraiser(s), volunteer stewardship activities.
 - Providing logistical, planning, and implementation support for outdoor, classroom, and online children's education programs.

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

- Helping to staff TEP's information booths/tables at community events such as Garibaldi Days (July), Farmers' Markets (3 weekends over summer).
- Attending, photographing, and writing event descriptions for social media and press releases about the Explore Nature events that TEP leads (3-4 events between March and November).
- Participating as science coach during partner-led outdoor education events and in-school science project/fairs.
- Water Quality assistance (~5% of time)
 - Collecting biweekly water quality samples.
- Assisting during ocean acidification study (~5% of time).
- Administrative assistance (~5% of time).
- 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.
- **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.**

POSITION REQUIREMENTS:

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Attend mandatory virtual MAI Orientation (February 8-12) and Intern trainings (mid-term).
- Maintain professional relationships with staff, board members as well as local, state, and federal partners.
- Represent TEP, MAI, and VetsWork during meetings, committees, conferences, workshops, and events as needed.
- Understanding of (or willingness to learn about) coastal natural resource issues and processes, particularly those that impact native plants, salmonids, and water quality.
- Demonstrate integrity and ethical behavior, a cooperative manner, and the ability to serve as part of a diverse team.
- Willing to carry out tasks and respond to situations as they arise with minimal supervision.
- Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities, deadlines, and instructions.
- 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.

PREFERRED QUALIFICATIONS:

- Working knowledge of ArcGIS.
- Ability to edit videos for social media.

BENEFITS INCLUDE:

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- 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.

HOUSING:

- A \$500/month housing stipend is provided.
- Housing is difficult to find in Tillamook County. We recommend checking the NorthCoast BBQ (a Craigslist-type service for north Tillamook County), the Tillamook County Pioneer (online newspaper), Headlight Herald and Pacific City News. Note: Astoria, Lincoln City, and Portland are too far to commute.

TRANSPORTATION INFORMATION:

- Personal vehicle required for work transportation. Interns will be reimbursed for mileage and must provide proof of a valid driver's license and insurance.
- Uber, Lyft, and other ride share providers do not exist in Tillamook County. Public transportation follows limited routes which may require significant walking to/from bus stops

OTHER CONSIDERATIONS:

- The Oregon Coast is absolutely beautiful. Our temperate climate has mild temperatures, typically 40-50 deg F in the winter and 70s-low 80s in the summer. We experience long sunny days from June through August. Our rainy season is November-April, which keeps our landscape green.
- Tillamook County is very rural; we have more cows than people. It is the land of trees, cheese, and ocean breeze.

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.

APPLICATION INSTRUCTIONS:

Email the following documents to Katie Schmidt at 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.macslist.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | 509-395-3465

katie@mtadamsinstitute.org | mtadamsinstitute.org

