

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Conservation Assistant

**PARTNER ORGANIZATION:** Umatilla National Forest

**WEBSITE:** <http://www.fs.usda.gov/umatilla>

**PROJECT LOCATION:** 72510 Coyote Rd, Pendleton, OR 97801

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



**for the greatest good**



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Umatilla National Forest will provide an array of opportunities and experiences to the Intern, including but not limited to conservation education presentations, natural resource surveys and Wildland Fire training. The position will primarily assist the Conservation Education Coordinator, but will also have the opportunity to support several major program areas including wilderness trails/campground maintenance and fish and hydrological surveys. Through the Conservation Education & Volunteer Program the intern will support management of the Education & Volunteer program, coordination with partners and program development. In the Fisheries/Wildlife/Hydrology/Botany area the Intern will assist with surveys of fish and other wildlife/plant species and assistance with enforcement of hunting and other game regulations.

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

- Environmental Education:
  - a. Public outreach and education events (career fairs, outdoor school, etc.).
  - b. Support for the development and implementation of educational program.
  - c. Support in the implementation of a standard Volunteer Program (creating Standard Operating Procedures & Training tools)
- Improvement of Public Lands
  - a. Trail maintenance for Wilderness trail systems.
  - b. Maintain campgrounds and other recreational facilities.
  - c. Monitoring and surveys of critical fish habitat.
- Assist in building of new partnerships and maintaining existing partnerships.
- 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.
- Must be self motivated and be skilled in organization and time management.
- Should be comfortable speaking to audiences as well as in one-on-one settings with students, partners and general public.
- An interest in natural resources education and desire to teach young children through high school- age.
- Must be able to hike over rough or uneven terrain for up to two miles in various weather conditions while carrying a pack of up to 50 pounds.
- Comply with all Partner Organizations safety policies and procedures.

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- Meet other requirements of a federal employee (eg. Drivers license, background check).
- 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 using Microsoft Word, Excel and Powerpoint.
- Experience posting to social media sites including Facebook, Twitter, etc.
- Comfortable with hiking/backpacking and camping for multiple nights in a tent.
- Comfortable working in developed recreation sites, including cleaning and maintaining campground toilets.
- Be able to lift and carry 45 lbs. three or more miles in less than 45 minutes.

#### **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.

#### **HOUSING:**

- No housing provided by service site.
- The duty station is in Pendleton, OR, but other nearby communities include Hermiston, OR (~30 min), Pilot Rock (25 min) and Walla Walla (45 min). The closer you can find housing the better due to time and financial implications.
- Some websites to search: <https://eastoregonrentals.com/>, <https://pendletonchamber.com/rentals-landlords-list/>, [apartmentguide.com](https://apartmentguide.com), <https://eastoregon.craigslist.org/>, or [apartments.com](https://apartments.com).

#### **TRANSPORTATION INFORMATION:**

- Project site is not accessible by public transportation.
- Agency/Organization vehicles are available for work-related travel.
- Intern is responsible for travel to and from orientation and to and from duty station.
- Small regional airport located in Pendleton, OR (PDT)

#### **OTHER CONSIDERATIONS:**

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- This is a small town and rural setting. Basic necessities are available locally, such as a grocery store and Walmart, but larger stores are approximately an hour drive away.
- Part of this position is in an office setting and the other part is in the field. Intern should feel comfortable with both.

### **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)



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