

# VETSWORK – ENVIRONMENT

## AMERICORPS POSITION DESCRIPTION

**POSITION TITLE:** Public Outreach Specialist

**PARTNER ORGANIZATION:** Chugach National Forest

**WEBSITE:** [www.fs.usda.gov/detail/chugach/about-forest/?cid=stelprdb5052278](http://www.fs.usda.gov/detail/chugach/about-forest/?cid=stelprdb5052278)

**PROJECT LOCATION:** 612 2<sup>nd</sup> Street (POB 280) Cordova, Alaska, 99574

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



for the greatest good

**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Chugach National Forest, Cordova Ranger District is seeking a qualified, self-motivated individual interested in an 11 month position as a Public Outreach Specialist on the Cordova Ranger District, with a duty station located in Cordova, Alaska. Duties include working with the district developed recreation, terrestrial resources, and aquatic resources program staff officers to support efforts in public contact, information, and outreach. The position serves as point of contact with community organizations, interest groups, and media outlets to inform the public and generate interest in Forest developed recreation and natural resources. This involves developing editorial content and layout of various publications including external news articles, website content, brochures, pamphlets, and fact sheets to inform the public of district projects/operations. Other outreach efforts include radio spots, interviews, and oral presentations to various groups, organizations, and agencies. Additionally, this position provides community information and education (I&E) program development and delivery. The District has several annual events to inform and educate the public on a variety topics. The District's I&E outreach efforts also include Crooked Creek Information Site in Valdez, Alaska staffed by I&E employees and volunteers providing a variety of programming. This internship will involve visits to Valdez in support of the information site.

Additional duties include support of field operations in developed recreation and resources programs. The position is primarily office based in the winter months and evenly split between office and field during the summer months. Field work is performed outdoors, often in inclement weather. Field work schedules include working some weekends, holidays, and overnight trips up to 8 days in length.

Goals for this internship (but not limited to) include:

- 1: Redesign/development of district external website content.
- 2: Development of an external newsletter highlighting district activities and accomplishments.
- 3: Establishing regular and consistent information sharing with the public and partners through editorial content, radio spots, and other products (brochures, pamphlets, and fact sheets).
- 4: Development of systems for I&E program delivery.

The largest landowner in the Cordova area is the U.S. Forest Service. National Forest System land surrounds the community and is an integral part of the lifestyle of those who live here. The District has been repeatedly recognized as one of the renowned Ranger Districts within the Forest Service, and has won numerous awards and national recognition for its fish, wildlife, recreation and information, and education programs. In addition, the District and its employees are highly regarded throughout the Cordova community. The District has a reputation for quality employees at all positions, and a high level of dedication to the Forest Service and the community.

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

- Market and promote organization events.
- Conduct public outreach.
- Represent organization in a positive manner.
- Meet and interview various individuals or groups in both the public and private sector to highlight projects and programs.
- Assists in organizing and coordinating print and broadcast media with district staff members.
- Coordinating and implementing educational events.
- Support developed recreation and resources programs in field operations.
- Assists in planning and implementing volunteer projects.
- 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:**

- Good communication skills both writing and verbal.
- Communicate and interact in a positive, professional manner with various internal and external populations.
- Knowledge and skill sufficient for speaking before groups while presenting audio-visual programs.
- Desire to promote environmental stewardship to underserved communities.
- Computer skills using basic programs including Excel and Word.
- Regular and reliable attendance and dependability.
- Willingness to work in inclement (wet) weather, long days and spiked out in remote field camps.
- A cooperative manner and the ability to serve as part of a diverse team.
- 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).
- 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 in public speaking and presentation.
- Familiarity with GIS, ARC and/or orienteering.
- Computer skills necessary for the development and management of public facing district web site.
- Interest or experience in natural resources and/or outdoor recreation.
- Creative writing.

### **BENEFITS INCLUDE:**

- Personal gear and equipment for field work including multi-day spike trips.
- Certifications for field operations including: chainsaw operation cert, ATV operation cert, snowmobile operation cert, vehicle safety operation training, boat passenger training, bear behavior/bear spray training, and first aid/CPR/AED certification.
- 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:**

- The Forest Service provides free bunkhouse space. This is communal living including the shared bed room with another person. Bunkhouses have WiFi, laundry, and full kitchen facility.
- The Forest Service might have apartment living space available at a reduced cost. This is a two bedroom apartment shared with one other person. Apartment has two bedrooms, shared bath, shared kitchen, WiFi, and laundry.

### **TRANSPORTATION INFORMATION:**

- Alaska Airlines flies into Cordova twice each day and Alaska Marine Highway System operates a ferry that services the Prince William Sound communities of Cordova, Valdez, and Whittier.
- Once in Cordova, there is a limited road system in/adjacent to the community. Most services are within walking distance. The Forest Service provides vehicles for official duty.

### **OTHER CONSIDERATIONS:**

- The Cordova RD main office is Cordova's historic Federal Building at 612 2<sup>nd</sup> Street (POB 280) Cordova, Alaska, 99574. The building was constructed in the mid-1920's and is on the National Register of Historic Places. Cordova is a small fishing community situated on the southeast shore of Prince William Sound in southcentral Alaska. It is accessible only by air and water. The airport is 13 miles from town and is served by daily jet service between Anchorage, Juneau, and Seattle by Alaska Airlines. Cordova is also served by the Alaska Marine Highway System ferry with round trips between Cordova, Valdez, and Whittier.
- Aside from being an Alaska hunting and fishing paradise, the Cordova District has several unique resources. Included in these is the 700,000 acre Copper River Delta, one of the largest contiguous wetlands in the northern hemisphere, a number of spectacular glaciers, over 100 miles of hiking and public access trails, 16 public recreation cabins, and a wide variety of fish and wildlife resources, including trumpeter swans, dusky Canada geese, gray wolf, moose, brown and black bear, mountain goat, trout and all species of salmon. In addition, the phenomenal resources of Prince William Sound are located at Cordova's doorstep.
- Cordova has approximately 2,200 year-round residents and 5,000 residents in the summer. As a small remote Alaskan community, Cordova does not have a shopping mall, a movie theater, or fast food chain outlet. There are no large brand name stores. The long summer days will have 20 hours of daylight while the short winter days will only have 5 1/2 hours of daylight and as one of the northernmost temperate rainforests averages around 160 inches of rain a year. The normal summer time temperatures will average in the upper 60 to lower 70

degrees. The winter temperatures can get down to a few degrees below 0, but most of the time are near the middle teens to twenty degrees.

- The 5.4 million-acre Chugach National Forest is in Southcentral Alaska forming a great arch around Prince William Sound and the Gulf of Alaska. The forest stretches more than 200 miles from the Kenai Peninsula to the Bering Glacier east of Cordova. The forest serves as the accessible backyard to over half of Alaska's population. The forest has three distinct geographic areas: Prince William Sound (48%), Kenai Peninsula (21%), and the Copper River Delta (31%) which are administered through 3 Ranger Districts located in the Girdwood, Moose Pass, and Cordova communities. The Forest has abundant fish and wildlife sustaining traditional subsistence lifestyles and world-class recreation and tourism opportunities. On average, 66.7 million salmon a year come from the Chugach NF watersheds which are 11% of Pacific salmon production. The western portion of Prince William Sound contains the 1980 congressionally designated Nellie Juan-College Fiord Wilderness Study Area. Portions of Prince William Sound are still recovering from the 1989 Exxon Valdez Oil Spill. The Copper River Delta is renowned for vast wetland habitats, mountains, and glaciers attracting thousands of migratory birds and congressionally designated for the conservation of fish and wildlife and their habitat. The Kenai Peninsula has the most recreational activity, wood harvesting, and mineral activity. It hosts residents and visitors for fishing the Russian and Kenai Rivers, the unique Alaska Railroad Whistle Stop, and camping, hiking and biking on an extensive trail system.

#### **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](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)

