

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Stewardship Coordinator

PARTNER ORGANIZATION: Willamette Riverkeeper

WEBSITE: <https://willamette-riverkeeper.org/>

PROJECT LOCATION: 403 SE Caruthers St. #101, Portland, OR 97214

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



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), and National Oceanic and Atmospheric Administration (NOAA), Willamette Riverkeeper will provide an array of opportunities and experiences to the Intern, including but not limited to: stewardship of public and privately owned conserved lands, natural resource management, invasive species removal, native planting, ecological surveys and monitoring, mapping, data collection and management, field equipment management, outreach, volunteer coordination, and environmental education. The position will primarily assist the Restoration Program to enhance habitat for native salmon and wildlife, but may also have some opportunities to assist other staff members with outreach events, river clean ups, River Discovery paddles, and stewardship of Willamette Riverkeeper’s conserved lands. This position is based in Portland, Oregon but will include travel throughout the Willamette River Valley. This position is funded through the National Oceanic and Atmospheric Administration (NOAA) and the intern 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):

- Assist with restoration and stewardship of riparian and aquatic habitats on public and conserved lands adjacent to the Willamette River.
- Data collection and management primarily related to (invasive species, water quality, photo monitoring, native plant survival, as well as volunteer and community engagement).
- Take lead in weed mapping for priority invasive species and photo monitoring as a component of Willamette Riverkeeper managed restoration projects.
- Participate in native seed scouting, seed collection, and harvesting of native cuttings to generate locally sourced plant materials for restoration projects.
- Assist in building of new partnerships and maintaining existing ones.
- Help maintain and manage restoration field equipment.
- Plan and co-lead volunteer stewardship events with community partners (COVID dependent)
- Assist with logistics in planning and facilitating in Willamette Riverkeeper outreach and education events (in person events will be COVID dependent)
- 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.

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- Attend mandatory virtual MAI Orientation (February 8-12) and Intern trainings (mid-term).
- An interest and desire to gain both field and office skills related to natural resource management, including canoeing.
- Ability to perform physical labor in rough, uneven terrain and on a dynamic river by canoe.
- 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.
- Ability to work with people of various ages, interests, backgrounds and beliefs.
- Willing to travel throughout the Willamette Valley for meetings and field work.
- Weekend work on occasion.
- 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 comfort paddling on moving water.
- Ability to work independently and with teams on multiple and sometime simultaneous diverse tasks.
- Excellent communication skills, including; writing, speaking, and networking.
- Experience using Microsoft Word, Excel and PowerPoint.
- Knowledge, experience or strong desire to learn about using mapping software (GIS, Avenza, or Google Earth).

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:

- A \$500 monthly housing stipend is provided.
- Housing in Portland can be expensive and hard to find, but many outlying areas on both the Oregon and Washington sides of the river offer more opportunities.

TRANSPORTATION INFORMATION:

- Project site is accessible by public transportation.
- Agency/Organization vehicles will be available for some work-related travel.
- Intern will also need to use own vehicle for some travel. Mileage reimbursement will be provided.
- Intern is responsible for travel to and from orientation and to and from duty station.

OTHER CONSIDERATIONS:

- Weather in the region is typically hot and dry in the summer - with the further eastern portions of the area seeing the hottest weather, winters can be quite wet and cold, snow is unusual along the river, with the exception of the eastern end of the study area.
- The region offers a multitude of recreational amenities including easy access to the Cascades an hour to the east for mountain sports, the Pacific Coast an hour to the west, many area rivers for a very active water sports scene, and abundant hiking, camping, fishing and other outdoor activities.

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:

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

- 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 | mtadamsinstitute.org

