

# **PUBLIC LANDS STEWARD**

## **AMERICORPS POSITION DESCRIPTION**



**POSITION TITLE:** Environmental Education and Communications Specialist

**PARTNER ORGANIZATION:** Willamette Resources & Educational Network (WREN)

**WEBSITE:** <http://www.wewetlands.org>

**PROJECT LOCATION:** 751 S. Danebo Ave. Eugene, OR 97402

**SERVICE DATES:** May 3, 2021 to October 22, 2021

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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Environmental Education and Communications Specialist Intern will, under supervision of the WREN Education Director, carry out WREN's environmental education mission. Tasks and projects that will move this mission forward are:

1. Development of materials and thematic learning programs for local libraries and senior centers,
2. Educational field trips for school-aged children, and educational outreach activities at community events,
3. Writing articles for blogs and other social media channels that elevate perspective happenings around the local watershed for WREN and other partners,
4. Assist BLM program partners in monitoring and surveying sensitive species throughout the West Eugene Wetlands.

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

- Teach WREN environmental education activities in K-12 classrooms, during community events and outreach, in field trip settings, for adult learners, and virtually as needed.
- Collaborate with staff to develop new educational materials including STEM (Science, Technology, Engineering, and Math) learning activities for library programs, for Family Math and Science Night events, and for Senior Centers.
- Manage social media channels (blog, Facebook, Instagram, Twitter, website), learning and highlighting the perspectives and stories of Black, indigenous peoples of color from within the local watershed.
- Assist the BLM's Forestry Technician and Botanist in surveying and monitoring sensitive species in the West Eugene Wetlands.
- Provide leadership for partnership projects which can include a virtual Stormwater tour for the Willamette River Festival, developing and facilitating educational activities for one of the Long Tom Watershed Council's public meetings, and developing and facilitating thematic (possibly virtual) library programs for local libraries summer library series.
- 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 (May 3-7) and Intern trainings (mid-term) – Location to be determined.
- Familiarity and facility with basic Microsoft Office software, Internet search programs, Social media platforms, and standard email software.
- Familiarity with or willingness to learn videography and video editing skills through iMovie.
- Excellent written and verbal communication skills, time-management and organizational skills.
- Willingness to attend diversity and inclusion training through program partners.

- Enthusiasm for nature, serving in the outdoors and serving with youth.
- The ability to communicate and interact in a positive, professional manner with diverse populations, including project partners, staff, volunteers, youth and the general public.
- Ability and willingness to serve outdoors and in inclement weather.
- Demonstrated ability to serve individually and in teams; a collaborative, can-do, positive attitude.
- Serve some evenings and weekends.
- Regular and reliable attendance.
- Ability to serve autonomously as well as in group scenarios.
- Comply with all Partner Organization safety policies and procedures.
- 21-30 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 25-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, serving remotely from home, wearing designated Personal Protective Equipment (PPE) such as masks, ensure social distancing and follow all agency requirements while serving and living in agency housing.**

#### PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent four years of experience in life science, environmental science, natural history, ecology, geology or related field.
- At least one year's experience in environmental education or environmental studies.
- Education or experience with the science and natural history of wetlands.
- Experience with managing public relations and social media channels; experience with video editing.
- Fluent in both written and spoken Spanish.
- Creativity and excellent problem-solving skills.

#### BENEFITS INCLUDE:

- \$8,750 living allowance paid over term of service (\$350 weekly, before taxes).
- \$3,172.50 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Professional development, trainings and networking opportunities.

#### HOUSING:

- Housing is not provided by service site.

#### TRANSPORTATION INFORMATION:

- Member must provide own transportation between project sites—will be provided with \$0.56/mile reimbursement.
- Most sites are located right off bike path, so bringing a bike is encouraged.
- Intern is responsible for travel to and from orientation and to and from duty station

#### 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 our Recruitment Coordinator [katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org):

- Resume
- Cover Letter (One for each position applying to).
- Three Professional References – Information to include: Name, Title, Relation to you, email & phone number.
- Supplemental Questions:
  - What is your motivation for applying to this position?
  - What are you hoping to get out of this experience?

#### 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 can be found at <https://mtadamsinstitute.org/public-lands-stewards>
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

