

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION



for the greatest good



POSITION TITLE: Lands and Realty Management Intern

PARTNER ORGANIZATION: USDA Forest Service - Alaska Regional Office

WEBSITE: [HTTPS://WWW.FS.USDA.GOV/R10](https://www.fs.usda.gov/r10)

PROJECT LOCATION: 709 West 9th Street, Room 535B, Juneau, AK 99801

SERVICE DATES: June 1, 2021 – April 8, 2022 (1700-hour position)

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), U.S. Forest Service Alaska Regional Office is seeking a Lands and Realty Management intern to assist experienced Realty Specialists in assessing the feasibility of proposed land adjustment projects, such as purchases, donations or exchanges. Managing lands and realty on the forests of Alaska helps the Forest Service enhance natural resource stewardship, provide visitor experiences, and improve access. Lands and realty programs authorize a variety of uses on those lands to meet the needs of the American people. With supervision, the intern will research land ownership status, review title documents, perform field inspections, identify potential issues, evaluate alternatives and write reports.

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

- Land status reviews
- Title research
- Review laws, regulations and policies
- Evaluate issues and alternatives related to land acquisitions
- Write reports and maintain land records
- Perform field inspections
- 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 written communication skills.
- Ability to prioritize and manage deadlines.
- Communicate in a professional manner with the public and Forest employees.
- Attention to detail.
- Comply with all established agency safety policies and procedures.
- Meet other requirements of a federal employee (eg. background check).
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Attend mandatory virtual MAI Orientation 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.

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

- 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, 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:

- Experience reading and applying laws, policies, handbooks and manuals.
- Experience analyzing alternatives.
- Experience writing federal reports
- An interest in federal lands and realty

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:

- \$1,100 per month housing stipend is provided by the service site.

TRANSPORTATION INFORMATION:

- Alaska Airlines has several flights into Juneau daily.
- MAI provides a round-trip ticket to and from Juneau, Alaska at the start and end of the program.
- There is no road access to Juneau directly. From the south, the Alaska Marine Highway System operates a weekly ferry from Bellingham, WA. Alternatively, drive the Alcan Highway through British Columbia and the Yukon Territory to Skagway or Haines, and take the southbound ferry to Juneau. For fares and schedules, visit <https://dot.alaska.gov/amhs/>
- Juneau has public transportation (bus), as well as taxi service and Uber service. A personal vehicle is not necessary, but it is recommended for personal recreation.
- Transportation will be provided, if required for business purposes.

OTHER CONSIDERATIONS:

- Although Juneau is a capital city it has a small town atmosphere with friendly people.
- Great recreational opportunities in Juneau (lots of trails, access to glaciers and ice fields and marine environment).
- Juneau is in a lush temperate rain forest and summer temperatures range from 45 to 80 degrees.

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.macslis.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | (503) 504 5994

katie@mtadamsinstitute.org | mtadamsinstitute.org

