

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Natural Resource Specialist

**PARTNER ORGANIZATION:** Tongass National Forest

**WEBSITE:** <https://www.fs.usda.gov/tongass/>

**PROJECT LOCATION:** 123 Scow Bay Loop Road, Petersburg, AK

**SERVICE DATES:** February 7, 2022 to December 16, 2022 (1700-hour position)

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**for the greatest good**



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Tongass National Forest will sponsor a VetsWork AmeriCorps Intern to serve as a Natural Resource Specialist. The Intern will work directly with Forest Service specialists to garner knowledge and skills regarding responsible land management. This will include working collaboratively with multiple specialties including fish biology, hydrology, silviculture and engineering. Projects will address needed documentation, monitoring and installation, and repair of habitat and fish passage structures. The Intern will lead a team of natural resource college students for seven weeks and will gain the leadership and mentorship skills appreciated and revered by employers. This position will aid the District in meaningful engagement with local indigenous tribes, community members, and other partnering agencies. This position will provide the incoming Intern with a wide variety of experiences and projects.

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

- Geographic Information Systems data management for Petersburg Ranger District aquatics and silviculture departments
- Maintenance of Petersburg and Wrangell Ranger Districts fish passes, (requires boating in <26ft skiff 50 miles from town and/or flying in small fixed-wing float planes to remote locations).
- Participate in Aquatic Organism Passage and Upstream Analysis surveys with FS staff.
- Assist with hand crew restoration projects (initial morphological surveys, installing structures, maintenance and monitoring of installed structures).
- Completing annual compliance documents with Alaska Department of Fish and Game (ADFG), including Aquatic Resource Permit applications and reporting, and submitting ADFG nominations.
- Participate in environmental education events with students ranging from 5-18 years of age. Typical activities include stream walks, macroinvertebrate capturing and identification, minnow trapping and identification, amphibian and/or pollinator surveys, etc...
- Participate in local Interdisciplinary Team (IDT) reviews for ongoing projects (IDT office discussions/meetings, and field reviews of ground-disturbing projects).
- Participate in Riparian Management Area chainsaw thinning operations (depending on skill level duties may or may not involve chainsaw use, and includes any combination of swamping, brushing, lopping, bucking, chopping, or felling).
- Coordinate with subsistence biologist to conduct weekly Stikine River subsistence harvest surveys (includes both time in field and making phone calls).
- Act as liaison between Green River College student trainees and Forest Service Resource Specialists. (This 7-week program, running mid-July to end of August will provide Intern ability to display leadership skills and to reinforce previous training by specialists earlier in the year.)
- 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.

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

- Wear MAI identifiers and required safety gear while performing service or attending official events.

## **POSITION REQUIREMENTS:**

### **Service Site**

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Comply with all Partner Organizations safety policies and procedures.
- Demonstrate reliable attendance and trustworthiness in telework, office, and field working situations.
- Interact in a professional manner with fellow crewmates, technicians, and the public.
- Comfortable outdoors in inclement weather for up to an 8-day hitch, carrying a 40 lb. pack in the backcountry.
- Geographic Information System (GIS) experience (preference given to those with strong skills in ArcGIS Online (AGOL) and ArcPro).
- Strong communication skills, both verbal and written.
- Willingness and ability to act as crew lead for up to four seasonal student interns (professional and mature-acting candidate).
- Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities and instructions.
- Demonstrate integrity and ethical behavior, a cooperative manner, and serve as part of a diverse team.

### **AmeriCorps**

- 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.
- Attend virtual MAI Orientation (February 7-11) and Intern trainings.
- 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.
- **COVID-19 Policy - Selected applicants will be required to follow the policies at their service site including any changes that are implemented throughout the course of the program. These policies may include vaccination or regular testing mandates (federal sites), masking / social distancing mandates, remote / virtual work, altered field duties and other restrictions determined necessary to keep site staff, partners and the public safe. Accepting a position means accepting the current requirements and any updates to those requirements while you are enrolled in the program.**

## **PREFERRED QUALIFICATIONS:**

- Ability to operate a chainsaw and gain Forest Service certification within the internship timeline.
- Previous fisheries and/or hydrology experience.
- Previous experience leading teams of individuals (high school or college sports, military, or other work situations).
- Competence with Microsoft Office (Word, Excel, and Outlook).
- Familiarity with watercraft operations or willingness to obtain experience (skiffs <26 feet, jetboats).

## **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.

- \$16,875 living allowance paid over the 10 ½ -month term of service (\$375 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:**

- Free housing for intern is available through service site in bunkhouse. It is a 5-minute walk from the office.
- All utilities (water, power, heat, wifi) are included. Amenities include complementary washer and dryer use, laundry soap, bedding, household cleaning products, all kitchenware, etc.

#### **TRANSPORTATION INFORMATION:**

- Airfare is provided at the start of our program; from Intern's location to the Service Site (up to \$700)
- Upon successful completion of the program, airfare is provided from Service Site to Intern's home (up to \$700).
- Agency vehicles are available for work-related travel.
- A personal vehicle is useful for transportation on ones' free time, but taxis are available for rides around town and a bicycle will be provided for additional mobility regardless of intern bringing a vehicle. Any personal vehicle would need to be barged or ferried to Petersburg – costs range from \$700-1000/each way.

#### **OTHER CONSIDERATIONS:**

- The [city of Petersburg](#), with approximately 3,000 permanent residents, is located on the north end of Mitkof Island along the "Inside Passage" of southeast Alaska, adjacent to British Columbia. Mitkof Island, surrounded by tidal salt water, is teardrop shaped and approximately 30 miles long by 15 miles wide.
- The Petersburg commercial area consists of two grocery stores, a hardware stores, a convenience store, three banks, a movie theater (located in the Middle School auditorium), a recreation center, which includes courts for basketball, inline hockey, volleyball, wallyball and racquetball, a weight room, aerobic equipment, other fitness classes and an adjoining swimming pool.
- Petersburg receives an average of 112" of rain, and during the course of this internship, Interns will experience all four seasons. In 2021, the small mountain (1650' elevation) directly behind town set a record with over 12 feet of snow at the beginning of April.
- Petersburg was established in 1910 as a fishing and logging community. The logging industry has diminished but fishing and tourism are primary economic drivers in the region now. The Forest Service is locally highly regarded for their current land management practices and protections afforded to spawning and rearing habitat for benefit to commercial and recreational fisheries.

#### **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](#)”
- 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](mailto:katie@mtadamsinstitute.org) | [mtadamsinstitute.org](http://mtadamsinstitute.org)

