

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Forest Stewardship Technician

PARTNER ORGANIZATION: King Conservation District

WEBSITE: kingcd.org

PROJECT LOCATION: 800 SW 39th St, Suite 150, Renton, WA 98057

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



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), King Conservation District (KCD) will sponsor a VetsWork AmeriCorps intern to serve as a Forest Stewardship Technician. The position will be split between the urban and rural forest stewardship programs. The intern will receive in-depth training on forest management principles and skills for assessing forest conditions. The intern will conduct forest inventories, create GIS maps, and write forest stewardship plans with the overall goal of enhancing and protecting forest natural resources. They will assist the Urban Forest Stewardship Program with selecting and managing specific urban forest projects including community education and outreach, forest health assistance, stewardship plan development, and budget tracking. With service in the office and the field, the position involves labor intensive, multi-faceted duties that require a high level of motivation, versatility, and independence. The ideal candidate has an eagerness to learn about and apply forest health practices and principles in urban and rural settings.

King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship.

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

- Plan and coordinate public engagement events and general program outreach to increase awareness of forest health projects and the practices that protect and enhance tree canopy cover.
- Assist with planning and coordinating small acreage forest education events for landowners.
- Assist with planning and coordinating forest and tree canopy enhancement projects for public and private properties.
- Assist with writing forest stewardship plans for public entities and private individuals.
- Learn about and become experienced with Geographic Information Systems (GIS) and using them to do analysis and develop maps.
- Support Urban and Rural Forest Stewardship Program staff with vegetation inventories and assessments.
- Support the Urban and Rural Forest Stewardship Programs by using inventory and assessment findings to characterize the condition of forest and tree canopy cover and identify actions to improve and expand forest and tree canopy cover with public entities and private individuals.
- Assist with the monitoring and evaluation of cost-share projects - determining tree survival, invasive cover, and tracking it in GIS.
- 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:

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

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.
- Communicate effectively orally and in writing with staff, project partners, the public, and a diverse landowner population.
- Manage overlapping program/project deliverables while successfully operating in a small office environment that often requires staff to adapt to and accommodate changing priorities.
- Able to take direction and serve as a member of a team.
- Ability to commit to the full, 45-week, term of service for which they are applying, occasionally working evenings and weekend days.
- Able to perform physical tasks in all weather conditions.
- A cooperative manner and the ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- Use Microsoft Office to write reports, track work progress, prepare and record program/project data and records.

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.
- **Must be fully vaccinated** against Covid-19 with the ability to provide documentation or have an approved medical or religious exemption prior to the start of the position. *Exemption forms can be found on our [website](#) and once submitted, they must go through a review and determination process before being approved.*
- **Must follow all Covid-19 policies** at the service site including any changes that are implemented throughout the course of the program. Policies may include masking/social distancing, 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 enrolled in the program.

PREFERRED QUALIFICATIONS:

- Experience and/or education in natural resources, environmental science, education, and/or public outreach.
- Knowledge of or experience working with diverse groups of community members.
- Knowledge of or experience in Pacific Northwest ecology and native plant species.
- Knowledge of or experience in using GIS/GPS.
- Knowledge of or experience with the practices and principles of forest health management.

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).
- \$6,495 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.
- Professional Development specific to the intern’s interests (ex. pesticide applicator license, GIS training, ISA certification)

HOUSING:

- No Housing provided by site.
- KCD sponsors 4 AmeriCorps Individual Placements and 15 AmeriCorps crew members each year. They often find housing together near the office. KCD staff will connect the selected applicant with the other AmeriCorps members before the service term starts.

TRANSPORTATION INFORMATION:

- Project site is accessible by public transportation, but it is most efficient to use a bus/bike combination to get to and from the office.
- Agency/Organization vehicles are available for service -related travel.
- Intern is responsible for travel to and from orientation and to and from duty station.

OTHER CONSIDERATIONS:

- The KCD office is located in a suburban area, approximately 30 minutes south of downtown Seattle.
- The weather in Western Washington is mild with the rainy season lasting from October - June in some years, and dry summers from July - September.

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 (someone who has supervised you; 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 | mtadamsinstitute.org

