

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Conservation Education Assistant

PARTNER ORGANIZATION: Umatilla National Forest

WEBSITE: fs.usda.gov/umatilla

PROJECT LOCATION: 72510 Coyote Rd, Pendleton, OR 97801

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



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the Umatilla National Forest will sponsor a VetsWork AmeriCorps Intern to serve as a Conservation Education Assistant. This position will primarily support the Youth and Community Outreach program by doing projects that help connect local communities to natural spaces and encourage fun and safe recreation and enjoyment of public lands. Projects may include educational presentations, producing interpretive products, and partnering with Forest Service representatives in community events.

During the summer, this position also offers the chance to support the Recreation program by joining the OHV and wilderness trails/campground maintenance crew for boots-on-the-ground outdoor land management experience. Other opportunities are available and are dependent upon the interests of the intern. Options include learning about wildland fire through Guard School, assisting with surveys of fish and other wildlife or plant species, and participating in a ride-along with law enforcement officials to observe the system of hunting and other game regulations.

Umatilla National Forest, located in the Blue Mountains of southeast Washington and northeast Oregon, covers 1.4 million acres of diverse landscapes and plant communities. The Forest has some mountainous terrain, but most of the area consists of V-shaped valleys separated by narrow ridges or plateaus. The landscape includes heavily timbered slopes, grassland ridges and benches, and bold basalt outcroppings with elevations from 1,600 to 8,000 feet above sea level.

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

- Environmental Education:
 - a. Public outreach and education events (career fairs, outdoor school, etc.).
 - b. Support for the development and implementation of educational program.
 - c. Support in the implementation of a standard Volunteer Program (creating Standard Operating Procedures & Training tools)
- Improvement of Public Lands
 - a. Trail maintenance for Wilderness trail systems.
 - b. Maintain campgrounds and other recreational facilities.
 - c. Monitoring and surveys of critical fish habitat.
- Assist in building of new partnerships and maintaining existing partnerships.
- 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:

Service Site

- Must have a valid driver's license, clean driving record and ability to provide documentation.

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

- Comply with all Partner Organizations safety policies and procedures.
- Must be self-motivated and skilled in organization and time management.
- Must be flexible, adaptable, and detail oriented.
- Must be confident and comfortable working with school-aged students.
- Must be a licensed driver and have the knowledge and ability to obtain a government driver's license.
- Must be familiar with common computer programs, such as Microsoft Office and virtual meeting platforms.

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 posting to social media sites including Facebook and Twitter.
- Able to lift and carry 45 lbs. for three or more miles in less than 45 minutes.
- Comfortable backpacking and camping for multiple nights in a row.
- Comfortable working in developed recreation sites, including cleaning and maintaining campground toilets.
- Ability to perform physical labor in rough, uneven terrain for extended periods.

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.
- Possible certifications include: Epley Fundamentals of Interpretation, government driver's license, Guard School (which includes several online FEMA classes). Required gear is provided based on projects.

HOUSING:

- No housing provided by service site. This is a small town and rural setting so housing is limited but available.
- Possible housing during the summer period for working with the recreation team in Ukiah at no cost to the intern. It is generally located in a shared bunkhouse or dormitory-style building.

TRANSPORTATION INFORMATION:

- Agency/Organization vehicles are available for work-related travel.
- Intern is responsible for travel to and from duty station.
- Project site is not accessible by public transportation.

OTHER CONSIDERATIONS:

- The primary location for this position is the Umatilla National Forest headquarters in Pendleton, OR. Pendleton is a small town of 17,000 people located at the foothills of the Blue Mountains in Eastern Oregon. Home to the famous Pendleton Round-up and near the Oregon Trail, many people connect with the town's motto, "The Real West" as they window shop and grab a cup of joe in the bustling downtown area. The rich history is evident throughout the town. The surrounding areas are still home to many farms and ranches with rolling hills and happy horses.
- Pendleton has a full set of amenities including small grocery stores (larger stores are approximately an hour drive away), pharmacies, health facilities, restaurants and bars. This small town has many historical and natural attractions, events, and parks.
- Eastern Oregon is a high desert. Summer temperatures reach into the 100s and winter temperatures go below freezing.
- Part of this position is in an office setting and the other part is in the field. Intern should feel comfortable with both.

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

