

PUBLIC LANDS STEWARDS

AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Environmental Education and Communications Specialist

PARTNER ORGANIZATION: Willamette Resources & Educational Network (WREN)

WEBSITE: www.wewetlands.org

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

SERVICE DATES: May 2, 2022 to October 21, 2022 (940-hour position)

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the 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 Bureau of Land Management (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), including 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:

SERVICE SITE

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

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- 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.
- Attend mandatory virtual MAI Orientation May 2 - 4, 2022 and an Intern Career training the week of August 29th (TBD if it will be virtual or in-person).
- 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. These are completed at no cost to the applicant.
- 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. Applicant cannot be enrolled in two AmeriCorps terms at the same time.
- **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:

- 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:

- \$9,375 living allowance (\$375 weekly) paid over term of service (Interns are paid once a month, on the 10th)
- \$3,247.50 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Child Care Reimbursement
- Live and work in a beautiful setting with many opportunities for outdoor recreation.
- Professional development, trainings and networking opportunities.

- Provide meaningful service to the community and environment

HOUSING:

- Housing is not provided. WREN will provide a \$300 per month living stipend to the intern to help with housing costs.

TRANSPORTATION INFORMATION:

- Intern must provide own transportation between project sites—intern 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 MAI training and to and from duty station.

OTHER CONSIDERATIONS:

- The town of Eugene, OR is a college town (University of Oregon) with a population of 156,000. The Willamette River runs through the city, and the Oregon Coast is only 50 miles away. The city is noted for its natural environment, recreational opportunities (especially bicycling, running/jogging, rafting, and kayaking), and focus on the arts, and green activism. Eugene's official slogan is "A Great City for the Arts and Outdoors".

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 Erica Bingham at erica@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, conducts 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 mtadamsinstitute.org/public-lands-stewards or Public Lands Stewards Frequently Asked Questions
- Cover letter information can be found at www.macsl.org/articles/cover-letters

QUESTIONS? CONTACT:

Erica Bingham

Public Lands Stewards Program Coordinator

erica@mtadamsinstitute.org | mtadamsinstitute.org

