

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Lands and Realty Management Intern

PARTNER ORGANIZATION: USDA Forest Service - Alaska Regional Office

WEBSITE: fs.usda.gov/r10

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

SERVICE DATES: 10.5 Month Internship – Open Until Filled



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the U.S. Forest Service Alaska Regional Office will sponsor a VetsWork AmeriCorps intern to serve as a Lands and Realty Management intern. The Lands and Realty Management program secures and protects the American public's rights, title, value, and interests in its national forests and grasslands and authorizes a variety of uses on those lands to meet the needs of present and future generations. This position will 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):

- Conduct land status reviews of National Forest System lands by checking the Forest Service records and Bureau of Land Management records. A thorough understanding of the current land status before embarking on any land management project enables leadership to make informed decisions.
- Research and review title documents of private property proposed for purchase to determine if there are any defects that would prevent acquisition by the Forest Service.
- Review laws, regulations and policies as they relate to land management.
- Evaluate issues and alternatives related to land acquisitions to determine the best method to acquire or dispose of land or interests in land.
- Write reports and maintain land records.
- Perform field inspections to determine if there are any trespasses, encroachments or other physical issue that would prevent the acquisition by the Forest Service.
- 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.
- Comply with all Partner Organizations safety policies and procedures.
- Good written communication skills.
- Ability to prioritize and manage deadlines.

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

- 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).

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.
- 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 to be 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 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.
- \$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.

HOUSING:

- \$1,100 per month housing stipend provided by service site.
- No housing provided by service site.

TRANSPORTATION INFORMATION:

- Airfare is provided at the start of our program; from Intern's location to the Service Site (up to \$700)

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

- Upon successful completion of the program, airfare is provided from Service Site to Intern's home (up to \$700).
- Agency/Organization vehicles are available for work-related travel.
- Intern is responsible for travel to and from duty station.
- 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.

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 (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

