

# VETSWORK – ENVIRONMENT

## AMERICORPS POSITION DESCRIPTION

**POSITION TITLE:** Restoration, Education, & Community Engagement Assistant

**PARTNER ORGANIZATION:** Tillamook Estuaries Partnership

**WEBSITE:** [tbnep.org](http://tbnep.org)

**PROJECT LOCATION:** 613 Commercial St, Garibaldi, OR 97118

**SERVICE DATES:** 10.5 Month Internship – Open Until Filled



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the National Oceanic and Atmospheric Administration (NOAA) and Tillamook Estuaries Partnership (TEP) will sponsor two VetsWork AmeriCorps interns to serve as a Restoration, Education, & Community Engagement Assistants (RECE). The RECE Assistants work with Tillamook Estuaries Partnership staff, volunteers, at-risk youth, K-12 students, government and environmental organization partners, and the public. Job responsibilities center on achieving TEP's mission to conserve and restore Tillamook County's watersheds through active stewardship, scientific inquiry, community engagement, and education. The position is funded through the National Oceanic and Atmospheric Administration (NOAA) and the interns will have the opportunity to engage with NOAA's salmon habitat restoration activities as part of the experience.

Work shall be performed in both an office environment and throughout Tillamook County. During the COVID-19 health crisis, a home office setting may be required as an alternative to TEP's office.

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

- Operational tasks at the native plant nursery including sowing seeds; transplanting yearlings; planting bare-root material; measuring plant growth; inspecting plant health; culling dead plants; weeding (nursery).
- Native seed scouting, collecting, and processing (field, nursery).
- Assisting the Habitat Restoration Team with monitoring, deploying and retrieving equipment, out-planting, invasive species removals, etc. (field, office).
- Providing logistical, planning, and implementation support for TEP's education and outreach events (field, office, schools).
- Providing logistical, planning, and implementation support for TEP events such as Year in Review public meeting(s), biennial Estuary Science Symposium, volunteer appreciation celebration(s), Celebrating the Bounty of the Bays fundraiser(s), volunteer stewardship activities (field, office).
- Participating as science coach during partner-led outdoor education events and in-school science project/fairs (field, elementary schools).
- Attending, photographing, and writing event descriptions for social media and press releases about the Explore Nature events that TEP leads (3-4 events between March and November).
- Collecting, processing, recording, and archiving biweekly water quality samples and results (field, lab, office).
- Special projects (e.g. microplastics surveys, beach and waterway cleanups).
- Assist with administrative tasks and projects (office, lab, storage units).
- 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.

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

## 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.
- Understanding of (or willingness to learn about) coastal natural resource issues and processes, particularly those that impact native plants, salmonids, and water quality.
- Comfortable working with all age groups and abilities.
- Interact with staff, Board Members, and public with a high level of professionalism.
- Willing to carry out tasks and respond to situations as they arise with minimal supervision.
- Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities and instructions
- Regular and reliable attendance and dependability.
- Demonstrate integrity and ethical behavior, a cooperative manner, and the ability to serve as part of a diverse team.
- This position is subject to all TEP policies including, but not limited to, those provided in the Employee Handbook, Safety Policies, and Fiscal Policy.
- Assignments may require keyboarding, bending, climbing, crawling, sitting, kneeling, lifting up to 30 pounds, pulling, pushing, reaching, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.

### 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 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:

- Working knowledge of ArcGIS (preferred, but not required).
- Ability to edit videos for social media (preferred, but not required).
- Familiarity with Microsoft Office software (Word, Excel, Outlook email and calendar).

## 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.
- TEP will provide foul weather gear, safety equipment, and all necessary tools.

#### **HOUSING:**

- No on-site housing provided by service site.
- A \$500/month housing stipend provided by service site.
- Housing is difficult to find in Tillamook County. We recommend checking the NorthCoast BBQ (a Craigslist-type service for north Tillamook County), the Tillamook County Pioneer (online newspaper), Headlight Herald and Pacific City News. Note: Astoria, Lincoln City, and Portland are too far to commute.

#### **TRANSPORTATION INFORMATION:**

- Intern is responsible for travel to and from duty station.
- Personal vehicle required for work transportation. Interns will be reimbursed for mileage and must provide proof of a valid driver's license and insurance.
- Uber, Lyft, and other ride share providers do not exist in Tillamook County. Public transportation follows limited routes which may require significant walking to/from bus stops.

#### **OTHER CONSIDERATIONS:**

- TEP's native plant nursery is located adjacent to a minimum-security youth detention facility. The RECE Assistant shall be engaging with at-risk, incarcerated youth who are under guarded supervision by the Oregon Youth Authority.
- The Oregon Coast is absolutely beautiful. Temperature climate has mild temperatures, typically 40-50 degrees in the winter and 70s-low 80s in the summer. We experience long sunny days from June through August. Our rainy season is Nov-Apr, which keeps our landscape green.
- Tillamook County is very rural; we have more cows than people. It is the land of trees, cheese, and ocean breeze.

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

