



VETSWORK PROGRAM COORDINATOR Position Description

POSITION SUMMARY

[Mt. Adams Institute \(MAI\)](#) strengthens the connection between people and the natural world through education, service learning career development and research. Our programs serve youth, young adults, veterans, adults and families to improve personal health and wellbeing; increase ecological literacy and a sense of interconnectedness; promote lifelong environmental stewardship and action; enhance civic and community engagement; and to facilitate career opportunities in the fields of natural resource management, conservation, and education.

Operating since 2012 from the rural community of Trout Lake, WA, MAI is in the early stages of evolving our organization to be internally and externally more diverse, equitable and inclusive. MAI is working to create opportunities to connect individuals with the natural world who are historically underrepresented in outdoor recreation and natural resource career opportunities.

The VetsWork Program is a career development program for military veterans interested in natural resources management and public lands careers. The **VetsWork Program Coordinator** manages a cohort of program participants serving in AmeriCorps internships across the United States and provides various types of support for each intern and their site supervisors. This position requires a creative individual who is highly organized and detail oriented, has excellent communication and interpersonal skills, and is able to juggle many tasks and priorities simultaneously.

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 participants 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.

ESSENTIAL FUNCTIONS:

Leadership & Management

- Design and facilitate Supervisor onboarding, including: pre-orientation calls, orientation, AmeriCorps rules and responsibilities, policies and procedures and general expectations.
- Oversee Supervisors during Interns' term of service. Manage training, accurate and timely reporting, disciplinary issues and compliance.
- Supervise AmeriCorps Interns, in coordination with their Site Supervisors during their term of service.
- Plan, organize and facilitate Interns' orientation, trainings and graduation, including logistics such as transportation, room/board, staff support, a supervisor orientation day, and outside trainers/resource providers.
- Schedule and perform site visits to meet with Interns and Supervisors to build relationships, monitor performance and provide feedback.
- Conduct Intern evaluations to assess goals and determine what future improvements might be necessary, using a process improvement approach.
- Coach, counsel, facilitate conflicts and provide general support with Interns throughout their term of service.
- Provide support to veterans transitioning from military to civilian life.

Communication & Outreach

- Assist with the outreach, recruitment and selection of Partnering Organizations (Forest Service, Fish & Wildlife Service, environmental nonprofits, etc).
- Develop position descriptions with Partnering Organizations and coordinate outreach efforts.
- Build and sustain professional relationships with Partnering Organizations and Site Supervisors.
- Share program stories and information with MAI Outreach Coordinator for website, blog, and Facebook.

Systems & Tracking

- Monitor sites for quality and safety in adherence to Mt. Adams Institute and AmeriCorps standards.
- Maintain, track and update program and Interns' paperwork, forms and all required records; provide written and oral reports.
- Document, track, monitor and complete of all necessary AmeriCorps grant requirements and reports.
- Assist with tracking program budget expenses and revenue.
- Schedule and perform site visits to meet with VetsWork AmeriCorps Interns and Supervisors to monitor their performance and provide feedback.
- Coordinate the submission and collection of evaluation tools, including site reports, Intern & Supervisor surveys.
- Responsible for ensuring AmeriCorps payroll information is complete and all updates/changes are reported in a timely fashion.
- Responsible for enrolling, tracking and certifying hours for Apprenticeship program.
- Assist with the review of AmeriCorps policies, procedures, and handbooks.
- Ensure all Intern files meet grant compliance for the program year and exit process.

Other Duties

- Maintain a working knowledge of significant developments and trends in the field.
- Work closely with other MAI program staff to ensure consistency as well as collaborate on program development.
- Attend annual AmeriCorps conferences.
- Facilitate positive public relations and Mt. Adams Institute/VetsWork/AmeriCorps publicity.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Strong project or program management skills and experience.
- Possess strong written and verbal skills with a demonstrated capacity to coordinate programs and build partnerships.
- Strong communication and interpersonal skills
- Ability to effectively manage multiple projects and prioritize tasks.
- Ability to work independently and in a team setting.
- Demonstrated ability to utilize technology to communicate and build relationships.
- Working knowledge of computers, AV equipment and wireless devices
- Proficient in Windows programs: Word, Excel, PowerPoint; Google Apps.
- Ability to work flexible hours.

EDUCATION AND EXPERIENCE

- At least **three years** of progressively responsible management expertise in a related field.
- A bachelor's degree in related field, **OR** any combination of experience and education that provides the necessary skills, knowledge and ability to perform the tasks associated with this role.

PREFERRED QUALIFICATIONS

- Prior experience with AmeriCorps, military, service learning, education and/or public lands agencies.

- Knowledge of principles and practices of program development related to racial equity, diversity and inclusion.
- Prior experience working in the conservation field, especially in rural communities
- Prior experience supervising and managing people.
- Demonstrated ability to organize and implement professional and skill based training programs.
- Demonstrated excellence in building and maintaining strong interpersonal relationships with staff, Interns and partners.
- People of color and military veterans are encouraged to apply.

WORKING CONDITIONS

- Hybrid work environment may be in a variety of settings, including the outdoors or office environments, primarily working between home and a shared office in [Trout Lake, WA](#).
- Rural setting where activities and driving will have exposure to extreme weather and temperatures.
- Work will involve a minimum of 8-10 weeks of overnight travel throughout the United States. Travel includes Intern orientations, site visits and professional development trainings. Travel may be limited due to COVID-19.

EMPLOYMENT REQUIREMENTS

- **Criminal background check:** In order to protect the wellbeing of its employees, MAI finalists for a position must successfully complete a criminal records and fingerprint background check. **Criminal convictions do not necessarily preclude employment and will be considered on a case-by-case basis.** A background check will only be conducted if the candidate is selected as a finalist for the position. Human Resources will contact the candidate prior to the initiation of a background check.
- **Driving:** Clean driving record and will be required to produce:
 - A valid driver's license
 - 3-year driving abstract
 - Vehicle insurance that meets the following minimums: \$100,000 per occurrence for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident.

COMPENSATION & BENEFITS

- Salary: \$47,500
- Full-time - Fair Labor Standards Act (FLSA) Exempt position
- Medical Insurance (employee / employer share the cost)
- Simple IRA retirement plan with employer matching program
- Accrual of 16 hours per month Paid Time Off (PTO).
- Position qualifies for reimbursement of position related expenses such as travel, communications and other miscellaneous items as approved by the Mt. Adams Institute Executive Director.
- Grant funded position contingent upon receipt of this funding on an annual basis.

TO APPLY

- **Closing Date:** This recruitment will remain open until we fill the position. We reserve the right to make a hiring decision at any time, which is why it is in your best interest to submit materials as soon as possible. **We will review the first batch of applications May 26, 2022**, and will review additional applications each week until we fill the position.
- **Application Materials:**
 - Resume

- Cover Letter - describing your experience as it relates to the position
- 3 References – name, title, contact information
- **Email:** Sherrie Jackson, Human Resources Director at sherrie@mtadamsinstitute.org
- **Subject Line:** VetsWork Program Coordinator Position