



VetsWork AmeriCorps Position Description

Position Title: Urban and Rural Forestry Program Coordinator

Project Sponsor: King Conservation District
www.kingcd.org

Project Location: 1107 SW Grady Way, Renton, WA 98057

Project Sponsor Mission: The King Conservation District mission is to promote the sustainable uses of natural resources through responsible stewardship.

Mt. Adams Institute Mission: VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at:
www.mtadamsinstitute.com

Position Summary: In partnership with the Mt. Adams Institute, the King Conservation District will sponsor a VetWorks AmeriCorps Member to serve as an Urban and Rural Forestry Project Coordinator. The Member will engage and educate community members while working to improve tree canopy on public lands in King County. Working alongside KCD Urban Forestry staff, the Member will complete a project that includes community outreach and forestry education events. As a part of the Rural Forestry team, the Member will conduct forest inventories, analyze G.I.S. maps for program planning, and write small acreage forest health management plans and assessments with the overall goal of enhancing and protecting tree canopy cover. With work in the office and the field, the position involves labor intensive, multi-faceted duties that require a high level of motivation, versatility, and independence.

General Responsibilities (to include, but not limited to):

1. Plan and coordinate public engagement events and general program outreach to increase awareness of the practices to protect and enhance tree canopy cover.
2. Assist with planning and coordinating small acreage forest education classes and events for landowners.
3. Plan and coordinate open space and parks forest and tree canopy cover enhancement projects.
4. Assist in writing forest health management plans for public entities and private individuals.

5. Learn about and become experienced in Geographic Information Systems (G.I.S.) analysis.
6. Assist Urban and Rural Forestry Program staff with vegetation inventories and assessments.
7. Support the Urban and Rural Forestry Programs by using inventory and assessment findings to characterize the condition of forest and tree canopy cover, and identify actions to improve and expand forest and tree canopy cover with public entities and private individuals.
8. Perform office and administrative tasks in association with assigned projects.
9. Attend KCD and partner trainings related to forest health management
10. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
11. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
12. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
13. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, ability to obtain WA license, clean driving record and ability to provide documentation. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
2. Attend a mandatory orientation in Corbett, OR from 2/6 to 2/10, quarterly Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings), and quarterly Intern meetings.
3. Communicate effectively orally and in writing with staff, project partners, the general public, and a diverse landowner population.
4. Manage overlapping program/project deliverables while successfully operating in a small office environment that often requires staff to adapt to and accommodate changing priorities.
5. Able to take direction and work as a member of a team.
6. Use Microsoft Office computer programs to write reports, track work progress, prepare and record program/project data and records
7. Work occasional evenings and weekends.
8. Travel to various locations throughout King County.
9. Able to perform physical work in all weather conditions.
10. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
11. At least 21 years of age at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full 45-week term of service.
15. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does have recurring access to vulnerable populations.

16. AmeriCorps 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. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

Preferred Qualifications

1. Experience and/or education in natural resources, environmental science, education, and/or public outreach.
2. Knowledge of or experience working with diverse groups of community members.
3. Knowledge of or experience in Pacific Northwest ecology and native plant species.
4. Knowledge of or experience in using G.I.S. / G.P.S.
5. Knowledge of or experience with the practices and principles of forest health management.

Benefits Include:

1. A total taxable living allowance (before taxes) of \$12,530, paid over term of service.
2. Upon successful completion of a term of service, eligible AmeriCorps members receive an education award of \$5,775. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers AmeriCorps members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. Professional development, trainings and networking opportunities.
7. No housing provided by service site.

Transportation Information:

1. Project site is accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Intern is responsible for travel to and from orientation and duty station.

Equal Opportunity:

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. MAI is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. MAI is an equal opportunity employer and does not discriminate in its employment decisions.

MAI provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

Application Instructions Below

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates February 6 to December 15, 2017

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, click on the red **Apply to Serve** button.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.
3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **Mt. Adams Institute – VetsWork – VETERANS ONLY** and click "Apply Now" at the bottom of the page.

Step 2: Submit these additional materials promptly (email preferred except for Certification Form). **Your application will not be considered until all of the materials listed below are received.**

1. A resume and a cover letter for each position in which you are interested.
2. A copy of your DD 214 with an honorable discharge
3. Visit <http://mtadamsinstitute.com/jobs/> to print the MAI AmeriCorps Certification Form found under VetsWork Application Documents heading. Sign and date the form with original signature.
4. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
5. Submit your completed MAI Driver Certification and Safety Agreement form found at <http://mtadamsinstitute.com/jobs/> under VetsWork Application Documents heading.

6. Read “VetsWork Frequently Asked Questions” and “Is VetsWork Right for Me?” found at <http://mtadamsinstitute.com/jobs/> under VetsWork Application Documents heading.

Questions? Contact Katie Schmidt at recruitment@mtadamsinstitute.com or
509-395-3465
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

Checklist for Completed INTERN APPLICATION
Forms can be mailed or scanned and emailed to Katie Schmidt.

- Application** – AmeriCorps online application
- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- List positions in order of preference if applying for more than one**
- MAI AmeriCorps Certification Form**
- Driving Record / Abstract** – from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time).
- Driver Certification and Safety Agreement form**