



AmeriCorps Position Description

Position Title: Stewardship Program Associate (1 Position)

Project Sponsor: Cascade Land Conservancy <http://www.cascadeland.org>

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is to preserve and restore the natural environment, and to develop community leaders through service and community partnerships. www.nwserviceacademy.org

Project Location: 615 2nd Ave, Suite 600, Seattle, WA 98104

Position Summary: A core duty for the AmeriCorps Stewardship Program Associate will be to organize and facilitate volunteer work parties. Work parties take place throughout the year, often on Saturdays. Typical work parties will focus on: controlling invasive plant species; replanting with appropriate native vegetation; and general site maintenance and monitoring.

The Stewardship Program Associate will also have an opportunity to assist, and potentially take the lead, in the development and implementation of new resource conservation and place-based education programs. Specific duties will include conducting research on various ecological processes and restoration techniques; conducting outreach to area schools, particularly those with community service requirements; locating existing watershed education curriculums and modifying them to fit our project sites; and leading outdoor education programs for school groups and community members of all ages.

The Stewardship Program Associate's role in implementing these tasks will directly help Cascade Land Conservancy meet their stewardship goals of protecting and enhancing valuable lands within our region, and connecting community members to the landscape that they live in. Specifically, the Stewardship Program Associate position will address the following NWSA objectives: restoring watersheds; increasing awareness of environmental issues and concepts; and increasing volunteer involvement in environmental and educational issues.

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

1. Help organize, plan and manage volunteer stewardship events, typically held on Saturdays;
2. Assist with outreach to educational groups, promoting programs that utilize CLC properties as learning resources, and facilitate stewardship activities on-site;
3. Help identify and modify existing place-based watershed education curriculum for implementation of educational programs on CLC properties and provide curriculum to willing educators;
4. Facilitate environmental education activities on CLC properties;
5. Develop systems for engaging volunteers on various commitment levels and implement those systems on CLC lands;
6. Assist the Lands Coordinator as needed with a diverse set of stewardship tasks including: site monitoring visits, writing monitoring reports, drafting and sending letters to landowners, updating spreadsheets and websites, preparation of summary management plans, and data collection for biological inventories.
7. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
9. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

AN EQUAL OPPORTUNITY EMPLOYER

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Strong writing and communication skills;
3. Willing to work outside in inclement weather conditions;
4. Comfortable speaking in front of a group;
5. Basic knowledge of computer programs such as Word, Excel, and PowerPoint.
6. Detail-oriented;
7. Flexible;
8. Team player;
9. 21 years of age or older, at beginning of service term.
10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
12. Ability to commit to the full term of service for which they are applying.
13. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
14. Regular and reliable attendance.
15. Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

1. Experience and/or education in the following: ecological restoration; environmental education; invasive species management; forest management; organization and leadership; public outreach; and GIS/GPS.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$1,140 per month (\$11,400 for the 10-month term).
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. 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 members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.

Transportation Information:

1. While personal vehicle is not required for this position, Intern is responsible for transportation to and from 3-4 mandatory trainings in Trout Lake, WA, including an initial eight-day orientation (lodging included in trainings).
2. Organizational vehicle is available for service activities.
3. Project site is accessible by public transportation.
4. Monthly/annual transit passes are available for service activities, and will be provided by the project sponsor.

Application Deadline: On-going until filled.

Interviews: Will interview as qualified applications are received.

Service Dates: January 11, 2010 - November 19, 2010

NWSA Center: Mt. Adams Center

Type of position: Individual Placement

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in one of the following two ways:

Online at the AmeriCorps website **AmeriCorps Application** www.americorps.gov/Default.asp

If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**.

-Select the position listing and click "Apply Now" at the bottom of the page.

OR

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to

NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

Step 2 - Send resume and cover letter to Amanda Green at mac@esd112.org.

Questions? Contact Amanda Green at 509-395-3465.