



AmeriCorps Position Description

Position Title: Conservation Educator (1 Position)

Project Sponsor: Okanogan Conservation District www.okanogancd.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: 1251 S. 2nd Ave Room 101, Okanogan, WA 98840

Position Summary: This position will be responsible to develop, coordinate and/or conduct the outreach activities for our District in order to fulfill our contractual obligations. Additionally, they will assist the grant managers in performing natural resource conservation activities. These duties include: Delivering conservation education to K-12 and adults as outlined in our contracts (75%); coordinating, developing and publishing the District quarterly newsletter and assisting with the District website maintenance (15%); assisting grant managers in natural resource conservation activities (10%). The intern will learn the basics of grant management, grant applications, GIS mapping, and conservation planning.

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

1. Develop and continuously update, as necessary, a comprehensive conservation education program.
2. Coordinate public education activities in a multitude of grants and programs, while working collaboratively with the project manager.
3. Coordinate, develop and produce the quarterly District newsletter.
4. Assist with maintaining the District website.
5. Develop or update outreach materials.
6. Develop conservation education displays and power point presentations.
7. Assist with water quality monitoring.
8. Other duties as assigned.
9. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
10. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
11. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid Washington driver's license (or the ability to obtain one), clean driving record, and ability to provide documentation.
2. Ability to pass a federal government background check and computer access agreement.
3. BS or BA in natural resources, education or closely related fields. Experience may be substituted year for year for education.
4. Good verbal and written communication skills.
5. Demonstrated organizational and time management skills.
6. Intermediate level or better computer skills.
7. Demonstrated ability to be a team player.
8. 21 years of age or older, at beginning of service term.
9. U.S. citizen, national or lawful permanent resident.
10. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.

AN EQUAL OPPORTUNITY EMPLOYER

11. Ability to commit to the full term of service for which they are applying.
12. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
13. Regular and reliable attendance.
14. 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 working with children/people.
2. Desktop publishing and website maintenance experience.
3. Working knowledge of Adobe Creative Suite 3 or higher.
4. Ability to use a range of audio-visual equipment.
5. Self-starting, punctual, and motivated individual.

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. Personal vehicle is recommended.
3. Organizational vehicle is available for service activities.

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.