



## **AmeriCorps Position Description**

**Position Title:** Stewardship Partners Program Assistant (1 Position)

**Project Sponsor:** Stewardship Partners <http://stewardshippartners.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](http://www.nwserviceacademy.org)

**Project Location:** 1411 4th Avenue Suite 1425, Seattle, WA 98101

**Position Summary:** Stewardship Partners works with landowners in watersheds around Puget Sound and Washington State to restore and preserve habitat and implement sustainable land management. The intern will work as a member of the Stewardship Partners team in the office and in the field. The overall goal for this position is to provide support to specific projects of Stewardship Partners:

-- Snoqualmie Valley Stewardship Program: Work in the field with restoration crews to assist in implementing habitat restoration projects and serve as a liaison between the crew and office. Conduct monitoring of projects and plan and coordinate planting projects. (50%)

-- Salmon-Safe: Conduct outreach and education to consumers and prospective farms. This includes creating and updating promotional and education materials (both print and web), coordinating tabling and participation in events such as farmers markets, festivals, fairs, etc., compiling information to send to farms, and assisting with media outreach. (30%)

-- Rain Garden Program/Nisqually Watershed: Support Stewardship Partners in conducting rain garden classroom workshops and demonstration installations. This will involve: volunteer recruitment, class logistics, site meetings, etc. Intern will also help to implement the goals of the Nisqually Stewardship Plan, with some travel to the Nisqually Watershed to assist in field work. (15-20%)

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

1. Intern will work with the Stewardship Partners restoration crew on a regular basis (5 to 10 days per month), helping with field work and acting as a liaison between the crew and the office.
2. Intern will support the Snoqualmie Stewardship Program by planning restoration projects, coordinating logistics, tracking projects, and conducting monitoring.
3. Intern will develop, organize, and update promotional and educational materials for Salmon-Safe and overall Stewardship Partners programs. Includes some graphic design work.
4. Intern will support the Rain Garden and Nisqually programs by assisting with rain garden installation (logistics, coordination, and field work) at sites around Puget Sound, and implementation of other program objectives.
5. Intern will support the Salmon-Safe program through outreach and education. This will include tabling at public events to educate consumers on the Salmon-Safe label. They will also assist the Program Director in outreach to potential farms, client service to existing Salmon-Safe farms, and development of promotional material.
6. Intern will provide general administrative support as a member of the Stewardship Partners team, performing tasks that enable Stewardship Partners to effectively and efficiently carry out our mission. Such tasks may include: organizing, filing, updating databases, research projects related to program areas or current issues.
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.

### **Position Requirements:**

1. Personal vehicle is required for service activities and mileage reimbursement is approved.
2. Must have a valid driver's license, clean driving record and ability to provide documentation.
3. General background in environmental studies or related field with basic working knowledge, interest, and/or experience in salmon restoration, habitat restoration, sustainable agriculture, and/or community-based collaborative conservation.
4. Strong communication skills (verbal and written).
5. Outgoing, friendly, positive attitude.
6. Self-starter, ability to work unsupervised as well as in a team environment.
7. Ability to conduct manual labor and work in inclement weather.
8. Familiarity with computer work, basic Microsoft Office programs, internet research, etc.
9. Personal vehicle is required for this position.
10. 21 years of age or older, at beginning of service term.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full term of service for which they are applying.
14. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
15. Regular and reliable attendance.
16. 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. Willingness to work occasional evenings and weekends.
2. Creative and graphic design skills.
3. Knowledge of native plants and ecology.
4. Web site design and management knowledge.

### **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. Donated outdoor gear, training opportunities, tickets to local food/agriculture/environmental events, and a beautiful, friendly workspace in conveniently located in downtown Seattle.

### **Transportation Information:**

1. Personal vehicle is required for this position.
2. Project site is accessible by public transportation.
3. Bus tickets are available for service activities.
4. Personal vehicle is recommended to get to some service sites.

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**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](http://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**

**AN EQUAL OPPORTUNITY EMPLOYER**

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](mailto:mac@esd112.org).

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