



## **AmeriCorps Position Description**

**Position Title:** Northwest Certified Forestry Stewardship Associate (1 Position)

**Project Sponsor:** Northwest Natural Resource Group <http://www.nnrg.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:** Port Townsend, WA 98368

**Position Summary:** The Northwest Natural Resource Group (NNRG) is seeking a Northwest Certified Forestry Stewardship Associate to work directly with private forest landowners to assist them in adopting sustainable management practices. NNRG uses Forest Stewardship Council management, the world's leading sustainable forestry certification system, as a platform to provide incentives for landowners to improve forest practices and reach green building markets. Monitoring required by FSC certification also allows landowners to access emerging markets for ecosystem services such as carbon offsets. The Stewardship Associate position will receive training and then assist landowners with forest inventory and monitoring, management plan development, and other issues related to improving their forest management. Our goal is to improve direct contact with landowners, develop templates and checklists for site visits and to make certification more accessible. The Stewardship Associate can expect an orientation and training period to learn more about FSC certification and our work and then will be conducting a mix of site visits and phone interviews to work with landowners and assist NNRG staff with serving landowner needs, increasing FSC certification in the Northwest, and creating sustainable forest based businesses focused on long term forest management goals and ecosystem service provision.

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

1. Work with NNRG staff to assist forest landowners with meeting FSC certification requirements, environmental monitoring, management plan completion, etc.
2. Work with landowners to update and add forest information to NNRG's online database for certification.
3. Work with NNRG's PR team to create stories and newsletter articles highlighting members with exceptional forest practices and unique business models.
4. Conduct other tasks as assigned working towards the above goals of meeting landowners certification needs.
5. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
6. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
7. 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. BA/BS Degree in environmental or related field
4. Forest ecology background or forestry experience
5. PC computer fluency (Microsoft Word, Microsoft Excel, email, etc)
6. Customer service skills
7. Good verbal and written communication ability
8. Physical ability to walk through woods, trails, uneven surfaces

**AN EQUAL OPPORTUNITY EMPLOYER**

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. MA/MS in forest ecology, forestry, or related field

### **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. Personal vehicle is required for this position.
2. Project site is not accessible by public transportation.
3. Personal vehicle is recommended to get to service site.

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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**

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.