

# UNITED COMMUNITIES AMERICORPS



Our members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

## SERVICE TERM

August 28, 2019 – July 31, 2020 (full-time; 11 months - 1700 hours)

## ALTERNATE SERVICE TERM (special approval required)

September 26, 2019 – August 31, 2020 (full-time; 11 months - 1700 hours)

## POSITION TITLE

Watershed Engagement Associate

## PROJECT HOST SITE

Coos Watershed Association | [www.cooswatershed.org](http://www.cooswatershed.org)

## PROJECT LOCATION

Coos Bay, Oregon

## POSITION SUMMARY

This position will support four Coos Watershed Association programs: the outdoor youth stewardship program that takes place during the 9-month school year and over the summer, the long-term coho salmon Life Cycle Monitoring Program (LCM) that advances knowledge about endangered coho salmon in the Coos watershed, the native plant nursery program at the Matson Creek Wetland Preserve, and the Coos Watershed Association general outreach program. Position will support these efforts by: (1) working with students (8th – 12th grade) in youth stewardship programs offered in collaboration with Coos County schools; (2) training/mentoring college interns and volunteers in salmon-related field work; (3) assisting with stewardship activities related to the Life Cycle Monitoring (LCM) program and Matson nursery program; (4) leading volunteer and community outreach activities; and (5) assisting with outreach material development and messaging efforts. The relative time spent of these activities will vary seasonally based on salmon life cycle operations, school schedules, and funding availability. The remaining time will be spent on professional development.

## ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Mentor, supervise, and develop lesson plans/activities for interns and students engaged in service learning projects in partnership with the Education Program Leader.
- Assist with developing and delivering educational programs to high school and community college students: participate in program development meetings, regularly communicate with program staff, teach and lead small groups of 4-10 students in classroom and field settings, and evaluate student and intern performance.
- Assist with coordination of biological surveys and operations at the salmon life cycle monitoring stations.
- Train/support students and interns in salmon monitoring field work and best data collection methods.
- Recruit new volunteers and interns via email, brochures, outreach events, Facebook, website, and presentations to local audiences (e.g. college classes).
- Seasonally coordinate with volunteers and interns via email and phone/text.
- Maintain Google calendar to schedule field work activities with volunteers and interns.

- Develop newsletters documenting education and stewardship activities to send to student participants and community members.
- Assist in analyzing data and preparing project reports as time allows.
- Implement and/or develop systems to inform Effective Volunteer Management Practices (EVMPs).
- Complete and submit all necessary UCAmeriCorps paperwork and reports in a timely manner.
- Attend and complete all UCAmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

#### **MARGINAL RESPONSIBILITIES (to include, but not limited to)**

- Update Coos Watershed Association website and Facebook page to engage students, interns, and the general public.

#### **POSITION REQUIREMENTS**

- Ability to safely work outdoors in all weather conditions—and to make sure others do, too.
- Ability to connect with and gain respect of interns and students in order to effectively supervise and mentor.
- Ability to effectively communicate and engage with a wide variety of stakeholders and ages (youth and adult).
- Excellent writing, analytical, organizational, and data collection skills (attentiveness to detail is important).
- Good time management skills, comfort juggling multiple projects, openness and flexibility with regard to last-minute schedule changes.
- Responsible and trustworthy regarding data entry and equipment/vehicle use and maintenance.
- Good judgment and decision-making skills for field work activities.
- Personal vehicle is required for service activities; mileage reimbursement is provided. Vehicle will primarily be used for around town driving but may occasionally be use for field work. A vehicle with 4WD or good clearance (and ability to drive on gravel logging roads) is recommended.
- Coos Watershed Association vehicle is available for field work with volunteers and interns.
- 17 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served four terms in an AmeriCorps\*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime. Applicants must disclose if they have ever been removed for cause from any national service program.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in a natural science (biology, forestry, fisheries & wildlife, botany, environmental science).
- Experience leading/assisting with field projects and collecting environmental data.
- Interest, and at least some formal training, in environmental education and watershed management.
- Ability to work a flexible schedule, including occasional weekends and evenings.
- Proficiency with Microsoft Office programs, effective writing skills, and willingness to learn new skills.
- Strong PowerPoint and public speaking skills.
- Creativity and art/design experience are a major bonus.
- General handiness skills are also a major bonus.
- Desire to live and work in a rural and small town setting!

#### **SERVICE CONDITIONS**

- Much of this position will be field-based in areas surrounding the Coos estuary. Many of these sites are on private property, and maintaining cordial relationships is critical to the success of our programs. Other activities will occur at the Matson Creek Wetland Preserve, owned by The Wetlands Conservancy and managed by the Coos Watershed Association. This is our home base for education programs; over the years, students have helped us maintain the native plant nursery and conduct surveys of plants, macroinvertebrates, birds, and amphibians in the wetland and

forest habitat. We also work on urban stewardship projects, such as native plant demonstration gardens in the community.

- The CoosWA office is located in downtown Coos Bay, minutes away from beautiful beaches and trails along bluffs overlooking the ocean. The natural beauty of this part of the Oregon coast is stunning.
- Office work will be completed in a shared office space with up to 3 others in the same room at individual work stations.

#### **PHYSICAL & INTELLECTUAL DEMANDS**

- Field work will occur outdoors, often in streams and on slippery streambanks. Must be able to hike safely in all weather conditions.
- Sometimes night and weekend work will be required.
- Must be comfortable working independently and in small teams of 2-3 in semi-remote field sites.
- Must be comfortable supervising volunteers and interns in field activities competently and safely (carrying a radio and First Aid kit, making sure everyone, including yourself, has the right gear/clothing/footwear and stays hydrated, checking in at beginning and end of field days, etc.)
- Daily telephone and email communications with the office will be required.
- Long periods of sitting and performing desk work on a computer.

#### **EQUIPMENT USED**

- Windows computer with Microsoft Office. The most commonly used programs are Word, Excel, and PowerPoint;
- Photoshop/Publisher/In-Design skills would be appreciated for outreach tasks (newsletter, Facebook page, etc.)
- Passive Integrated Transponder (PIT) tags and antennae to track and count juvenile, smolt, and adult coho salmon
- Multiplexer data loggers, multi-meters, and wireless communication equipment
- Waders and dry suits (provided), nets, electrofishers, small boats, and survey equipment

#### **TRANSPORTATION INFORMATION**

- Organizational vehicle is available for some service activities; member may transport volunteers in the organizational vehicle.
- When driving the organizational vehicle, Member is covered by organization's vehicle insurance policy.
- Personal vehicle is occasionally required for field work and may be needed on other occasions for around-town driving (organization vehicle is shared, thus not always available). While there is public transportation in the Coos Bay area, it is infrequent and routes are limited. During good weather, bicycling and walking may be viable alternatives, but a personal vehicle will be needed for most travel. Member must submit a copy of current driver's license and auto insurance.

#### **MEMBER BENEFITS INCLUDE**

- \$13,992 living allowance paid over the 11-month service term (approx. \$1,272 monthly, before taxes).
- \$6,095 education award upon successful completion of the term of service which can be used to repay qualified student loans or 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. Members that are 55 and older may transfer the award to one child or grandchild.
- May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities

#### **EQUITY & INCLUSION**

UCA values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCA is an AA/EEO employer. UCA provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

## HOW TO APPLY

**Application Deadline:** July 31, 2019

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

**STEP 1: Apply to United Communities AmeriCorps:**

- Submit [AmeriCorps Application](#)
- To find this position, click on “Advanced Opportunity Search” and search “UCA” in Program Name
- Submit application, UCA send application to Project Site Mentor for review and waits for items in Step 2

**STEP 2: Apply to Project Site Mentor:**

*Conducts first round interviews on a rolling basis and recommends top candidates to UCA*

Email the following items to [acarleton@cooswatershed.org](mailto:acarleton@cooswatershed.org):

- Resume
- Cover Letter (1 page)
- Contact information for three Reference (name, title, relationship, email, & phone)

**STEP 3:** The Project Site Mentor submits top applicants to UCA for a second interview. Once top applicant interviews are complete, applicants will be notified of selection decision.

### QUESTIONS ABOUT THIS POSITION? CONTACT:

Alexa Carleton

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### QUESTIONS ABOUT AMERICORPS? CONTACT:

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