



Idaho Firewise and Palouse Land Trust Outreach and Community Engagement Assistant

Position Summary: We are seeking an enthusiastic individual who will be responsible for assisting with community outreach programs and coordinating logistics for volunteer events. They will be working to plan projects designed to mitigate wildfire risk on conserved properties with the help of a youth conservation corps crew and advancing opportunities to educate the broader community about conservation, fire ecology and land stewardship. The person selected will be working collaboratively across two non-profit conservation organizations and will be reporting to senior-level staff at both.

Essential Functions/Member Activities: Representing PLT/IDFW in environmental education partnerships

- Assisting with outreach programming.
- Assisting with PLT/IDFW public in-person and virtual events.
- Performing basic trail maintenance tasks using hand tools and power equipment.
- Assisting with ecological restoration and land management tasks as needed.
- Assisting with coordinating logistics for volunteer events including:
 - Working with organizational staff to establish sites, tasks and dates for project work and making certain responsibilities are clear,
 - Interfacing with local business supporters and other outside groups and partners to recruit volunteers,
 - Handling phone, voicemail, written and email inquiries,
 - Securing materials, tools, equipment, refreshments, signage, and forms,
 - Writing and sending pre-event confirmations and reminders, and post-event thanks to volunteer groups,
 - Working with volunteers, staff, and partners to manage/assist groups before they arrive, provide clear communication, and upon arrival to provide the best possible experience and minimize confusion and problems,
 - Organizing and leading volunteer work parties or events,
 - Coordinating with partner organizations,
 - Tracking and recording volunteer data.
 - Organizing and participating in volunteer recognition programs and special events.
- Eager to learn new skills and mentor under natural resource professionals.

- Participating in weekly team meetings with organization staff.

Requirements

- Must be at least 18 years of age.
- Must be U.S. citizen, national or lawful permanent resident.
- Must possess a high school diploma or equivalent, or commit to earning one prior to receiving an award.
- Education level: Some college
- Language Requirement: English
- Must be able to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Must complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Must commit to and attend and complete all PCEI AmeriCorps training and service requirements including orientation, training, team meetings and national service days.
- Must wear AmeriCorps uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Must have a cooperative manner and the ability to serve as part of a diverse team.
- Must have regular and reliable attendance and dependability.
- Must be willing to adhere to safe COVID-19 protocols.
- Must understand that AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. They can also serve additional terms but will not receive an additional education award.

Member Qualifications and/or Required/Preferred Skills

- A basic knowledge of land conservation and the work of land trusts and Idaho Firewise.
- A genuine passion for land conservation and activities that bring people to the land for education, enrichment, health benefits, and dedication to the mission of the collaborating non-profit hosting organizations.
- Ability to deal effectively and tactfully with a wide variety of people in correspondence via email, phone, and in person.
- A natural leaning towards working with people who are caring stewards of land and other nature-minded community members.
- Commitment to promoting and enhancing diversity, equity and inclusion in conservation.
- Ability to traverse a minimum of one mile on and off trail over uneven terrain.
- Ability to regularly work weekend days and occasionally work evenings.
- Comfortable working in an office setting and outdoors in all weather conditions.
- Comfortable leading groups independently.
- Experience with or willingness to learn safe use of hand and power tools: saw, loppers shovel, chainsaw, weed whip, etc.
- Willingness to learn and/or basic knowledge of non-profit volunteer management.

- Willingness to be an effective storyteller and to share information about projects you are involved with on social media.

Member Benefits Include

- A taxable, monthly living allowance (\$15,100/full-time member, paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$6,345 for a full-time position. The education award 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.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, training and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.
- A single assigned workstation that will be used for all work associated with this position.
- Experience working with private landowners to plan projects.
- Experience working with all levels of non-profit organizations.
- Opportunities to network and build relationships with a robust cross-section of natural resource professionals and peers designed to cultivate a place-based community.

Project Location and/or Transportation Needs: Project location is in Moscow, ID, however, minimal use of personal vehicle is required for reliable travel to regional field sites with verification of insurance coverage and clean driving record (mileage reimbursement at the federal mileage rate).

Dates of Service: Full-Time, 11-months between September 2021 and August 2022. (Dates are TBD)

Please submit a resume and cover letter addressing your qualifications and interest in this position to cwarner@pcei.org, and go to my.americorps.gov to complete the online application. First round screening of applications starts August 10, with quick turnaround for interviews, but applications encouraged no later than August 15, 2021.

The Palouse-Clearwater Environmental Institute AmeriCorps member selection is contingent upon continued funding from the Corporation for National and Community Service.