



*Fostering community conservation on the Palouse*

## **Idaho Firewise and Palouse Land Trust**

*Community Engagement Associate*

### **Service Description/Position Summary:**

Palouse Land Trust and Idaho Firewise are seeking applicants for two 900-hour AmeriCorps members to advance opportunities to engage and educate the broader community about the importance of land conservation, ecosystem stewardship, wildfire prevention, and community recreational access. We are seeking enthusiastic individuals who are eager to learn new skills and mentor under natural resource professionals in the nonprofit conservation sector.

Applicants should have strong verbal and written communication skills, be organized and self-motivated, enthusiastically support team members and volunteers, hold a strong commitment to the missions of these organizations, and be comfortable working in the outdoors in all seasons.

Members will assist with community engagement, volunteer events, land stewardship, and deliver locally relevant conservation education. They will have the opportunity to work in the beautiful and unique Palouse bioregion and a significant portion of member duties will be conducted outside. Members will work alongside experienced staff and independently in collaboration with local schools, organizations, landowners, and volunteers. Persons selected will be working collaboratively across two non-profit conservation organizations, but will have one primary appointment, depending on candidate interest and organizational needs. Member efforts will empower a new generation of conservation leaders and contribute to measurable gains in wildfire resiliency, community engagement in conservation, and recreational access for all.

### **Member Activities/Duties: (some roles are host site dependent):**

- Work with area educators to adapt education programs to meet student and teacher needs.
- Assist with land management and restoration projects.
- Perform recurring stewardship and maintenance tasks at nature preserves.
- Facilitate outreach, wellness events, and field trip support.
- Participate in weekly team meetings with organization staff.

- Assist with coordination and recruitment of volunteer program including:
  - Work with and ultimately lead volunteer groups conducting stewardship operations on conserved lands
  - Utilize volunteer participation as an educational opportunity
  - Positively frame volunteer experiences and convey how efforts are mission critical
  - Work with organization staff to establish sites, tasks, and dates for project work
  - Advertise volunteer events through outreach, social media, and websites
  - Interface with local businesses and other groups and partners to recruit volunteers
  - Respond to phone, voicemail, written and email inquiries
  - Secure and prepare materials, tools, equipment, refreshments, signage, and forms
  - Send volunteers pre-event confirmations and reminders and post-event appreciation
  - Track and record volunteer data
  - Organize and participate in volunteer recognition programs and special events.

#### Requirements:

- Must have 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.
- Must be at least 18 years of age.
- Must be U.S. citizen, national or lawful permanent resident.
- Must possess a valid driver's license and a clean driving record.
- Must possess high school diploma or equivalent, or commit to earning one prior to receiving award.
- Must be fluent in English.
- Position may require lifting up to 60 pounds.
- 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, trainings, 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.
- AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. You can also serve additional terms but will not receive an additional education award.

## Member Qualifications and Preferred Skills

- A basic understanding of the functions of the hosting organizations.
- Ability to deal effectively and tactfully with a wide variety of people in correspondence via email, phone, and in person.
- Ability to traverse a minimum of one mile on and off trail over uneven terrain.
- Commitment to promoting and enhancing diversity, equity and inclusion in conservation.
- Experience working with children and young adults.
- An appreciation for working with people who are caring stewards of land and other nature-minded community members.
- Ability to regularly work weekend days and occasionally work evenings.
- Comfortable working in an office setting and outdoors in all weather conditions.
- Experience leading groups independently.
- Some college; Associates or Bachelor's degree a significant plus.
- 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 of \$8,251.00 paid over the 5.5 month term of service.
- Upon successful completion of a term of service, eligible members receive an education award of \$3,247.50 that 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.)
- Childcare allowance for those who qualify.
- Professional development, trainings 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.
- Finding fulfillment is serving community alongside dedicated, motivated team members.

## Project Location and/or Transportation Needs:

Hosting organizations are based in Moscow, ID. Use of personal vehicle is required for reliable travel to regional field sites. Verification of insurance coverage and clean driving record is required. Mileage will be reimbursed at the federal mileage rate.

**Dates of Service:**

Full-time: 5 1/2 months, between March 2023 and August 2023 (specific dates are TBD). First round screening of applications begins January 23, 2023 with a quick turnaround for interviews.