



Accepting Applications for:

Program Coordinator: VetsWork

Mt. Adams Institute is accepting applications for the position of Program Coordinator: VetsWork through August 30, 2019. See the attached position description for details.

Interested applicants should submit a cover letter and resume to: Brendan@mtadamsinstitute.org with the heading: Application for Program Coordinator: VetsWork position. Questions about the position will be answered in the interview process.

Applicants that are selected for an interview should be available on September 16 for an in-person interview at our office in Trout Lake, WA.

About Mt. Adams Institute:

Founded in 2011, Mt. Adams Institute (MAI) is a 501(c)3 nonprofit organization with the mission of strengthening the connection between people and the natural world through education, service learning, career development and research.

To meet the mission, MAI operates the following programs:

VetsWork: Environment: A yearlong, career development internship program for military veterans interested in public lands / natural resources management. Participants learn job skills and develop professional networks that improve their ability to secure permanent employment.

VetsWork GreenCorps: A 12-week wildland firefighting training program for military veterans ages 19-35. Participants engage in fuels reduction projects while earning firefighting certifications and learning about landscape management.

Cascade Mountain School: Cascade Mountain School (CMS) is a STEM (Science, Technology, Engineering and Math) and outdoor adventure focused program for elementary through high school students and adults/families.

Public Lands Stewards: Public Lands Stewards, young adults ages 21-30, spend 25 weeks over the summer season supporting conservation projects such as wilderness monitoring and visitor education on public lands in Oregon and Washington.

Learn more about MAI: www.mtadamsinstitute.org



Program Coordinator: VetsWork Position Description

GENERAL RESPONSIBILITIES:

Reporting directly to the AmeriCorps Program Director, the VetsWork Program Coordinator is responsible for managing a cohort of AmeriCorps members in our VetsWork program, a career development program for military veterans interested in natural resources management/public lands careers.

ESSENTIAL FUNCTIONS:

Under the general direction of the AmeriCorps Program Director, the VetsWork Program Coordinator will:

1. Supervise a selection of VetsWork AmeriCorps members during their term of service.
2. Assist with the marketing to and selection of sponsor placement sites.
3. Monitor sponsor sites for quality and safety in adherence to Mt. Adams Institute and AmeriCorps standards.
4. Support the selection and placement of VetsWork AmeriCorps members.
5. Plan and implement VetsWork members' orientation and trainings, including logistics such as transportation, room/board and outside trainers/resource providers.
6. Conduct sponsor orientation.
7. Schedule and perform site visits to meet with VetsWork AmeriCorps members and sponsors to monitor their performance and provide feedback.
8. Maintain and update appropriate program and VetsWork AmeriCorps members' paperwork, forms and all required records; provide written and oral reports.
9. Coordinate the submission and collection of evaluation tools, including site reports, member surveys and sponsor surveys.
10. Support the documenting, tracking, monitoring and completion of all necessary AmeriCorps grant requirements and reports.
11. Facilitate positive public relations and Mt. Adams Institute/VetsWork/AmeriCorps publicity.
12. Track program budget expenses and revenue.
13. Develop and maintain functional relationships with key partners including program sponsors.
14. Maintain a working knowledge of significant developments and trends in the field.
15. Share program stories and information via the MAI website, blog, and Facebook page.

OTHER FUNCTIONS:

1. Other duties as assigned

MINIMUM QUALIFICATIONS:

Qualified applicants must have a bachelor's degree plus a minimum 3 years of progressively responsible management expertise in a related field. Candidates should possess strong written and verbal skills with a demonstrated capacity to coordinate programs and build partnerships. Strong interpersonal skills and the ability to work independently and in a team setting are necessary.

PREFERRED QUALIFICATIONS:

1. Prior experience with AmeriCorps, military, service learning, education and/or public lands agencies.

2. Prior experience working in the conservation field.
3. Prior experience supervising and managing people.
4. Demonstrated excellence in building and maintaining strong interpersonal relationships with staff, participants and partners.
5. Demonstrated ability to organize and implement training programs.
6. Demonstrated ability to utilize technology to communicate and build relationships with program participants and partners.
7. Working knowledge of computers, AV equipment and wireless devices

WORKING CONDITIONS:

1. Work may be in a variety of settings, including the outdoors or office environments
2. Work may be performed in a rural, residential setting, and involve activities and driving with exposure to extreme weather and temperatures
3. Work will involve a minimum of 6-8 weeks of overnight travel, annually, to sponsor sites and training throughout Washington and Oregon, and the rest of the country.

WORK LOCATION:

Trout Lake, Washington

EMPLOYMENT REQUIREMENTS:

1. Successful completion of a criminal records and fingerprint background check.

COMPENSATION:

This full time, at will, FLSA Exempt position has a salary of \$47,500, Simple IRA retirement plan with employer matching program, medical insurance and Paid Time Off (PTO) accrual of up to 16 hours per month. This position does qualify for reimbursement of position related expenses such as travel, communications and other miscellaneous items as approved by the Mt. Adams Institute Executive Director. This position is partially grant funded and thus is contingent on the availability of this funding.