



## Conservation Corps Minnesota & Iowa Education and Outreach Corpsmember Position Description



AmeriCorps Position: Education and Outreach Corpsmember

Location: St. Paul, MN

Service Term: 12 months, mid-May 2017 to mid-May 2018

Schedule: 40 hours/week, Monday – Friday, 8:00am – 4:30pm (typical)

Member Type: Full-time, 1700 hour minimum requirement for \$5,775 education award

Living Allowance: Stipend of \$1,690/month

Reports to: Conservation Corps Program Coordinator and Monarch Joint Venture Site Supervisor

Criminal history check: NSOPR & state criminal history checks, no recurring access to vulnerable populations

**POSITION SUMMARY:** The primary objective of the Education and Outreach Corpsmember position is to advance the nation's monarch conservation goals by providing communications, education and outreach assistance with the [Monarch Joint Venture](#), thereby raising public awareness about monarch conservation needs and opportunities to get involved. The Conservation Corps Education and Outreach Corpsmember position is an AmeriCorps position based with the Monarch Joint Venture at the University of Minnesota in St. Paul. This position serves to build the capacity of important public service work for the Monarch Joint Venture, of which US Fish and Wildlife service is a partner. The service activities will be completed under the guidance of Monarch Joint Venture staff, in addition to US Fish and Wildlife Service staff, in a manner that assists the larger goals of the project. The program may require the member to engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design and help the program meet its goals. In no circumstance will members be asked to perform prohibited activities outlined in the service agreement.

### **QUALIFICATIONS:**

- Positive attitude and strong commitment to service and community work.
- Self-directed with a high comfort level for taking initiative and ownership of projects, and demonstrated attention to detail.
- Strong written and oral communication skills as well as strong organizational and word processing skills.
- Relevant coursework in biology, ecology or related field of study and/or equivalent professional experience such that the applicant can adequately communicate natural phenomena.
- Experience with Microsoft Office (Excel, Word, PowerPoint) is desired.
- Experience with social media pages and outreach (websites, Facebook, Twitter, etc.).
- Experience with public speaking and outreach activities.
- Ability to work independently and in groups.
- Previous experience or education with natural resource management or education is not required, but is strongly preferred; 15-20% of the service term is dedicated to technical and personal-skills training.

### **Requirements:**

- Must be eligible for AmeriCorps service, including but not limited to being a US Citizen, US National, or Lawful Permanent Resident Alien of the US.
- Must pass the National Sex Offender Public Registry and criminal history check defined as no positive hits on the NSOPR and no history of violent offenses on the criminal history check.
- Must successfully pass medical review process.

### **ESSENTIAL SERVICE FUNCTIONS:**

#### **I. Outreach and engagement**

- Assist with the planning of professional development workshops for teachers and educators.
- Assist with and lead outreach activities and special events to increase awareness of the Monarch Joint Venture.
- Assist staff with project and event development, planning or other logistics as needed.

- Assist with creating and implementing strategic social media campaigns/promotions that encourage participation.
- Create content for social media channels, including regular monitoring of comments.
- Identify creative opportunities in existing/new outreach channels to continuously optimize reach.
- Assist with reviewing the effectiveness of relevant social media and marketing tools and assist with improvement.
- Assist with website content updates. Topics may include projects, partners, new page material, FAQs, resource library, and links.
- Assist with writing and posting news posts. Topics may include monarch population updates, partner updates, and other relevant information.
- Respond via email and phone to general inquiries about monarch butterflies and the program.
- Plan meeting logistics and facilitate sub-committees as needed.
- Participate in monarch and habitat monitoring activities during the summer.
- Manage the distribution of monarch educational materials.
- Assist in other program development as needed.

**II. Ensure project completion and continuity.**

- Attend scheduled meetings, orientations and workshops, including required Conservation Corps AmeriCorps training sessions and site visits.
- Develop and implement an annual work plan that provides timelines and balance to the priorities of the programs listed above. Utilize a work plan tracking document provided by the Corps and the US Fish and Wildlife Service/Monarch Joint Venture to track service accomplishments and reprioritize on a regular basis.
- Plan and implement training days with other Conservation Corps programs.

**III. Ability to perform the Essential Service Functions\* 40 hours per week**

- Working regular days in both indoor and outdoor settings.
- Occasional demands for moderately strenuous activities.
- Appropriate use of personal protective equipment (PPE) to mitigate hazard exposure.

\*Full list of essential functions for service available here: <https://conservation-corps.squarespace.com/s/Essential-Service-Functions-Single-Placement-Member.pdf>

**MARGINAL SERVICE FUNCTIONS:**

**I. Administration**

- Submit timesheets and SAW reports to Site Supervisor.
- Submit timesheets & SAW, expense reports, receipts and monthly credit card log promptly to Program Coordinator for coding and signature.
- Review and submit all vehicle/employee accident reports to appropriate departments in cooperation with the Program Coordinator.

**II. Public Relations**

- Represent the Corps at local job fairs, county fairs, CCC events, etc.
- Assist in developing new display materials by taking pictures, creating Powerpoint slideshows, submitting e-news articles, etc.
- Maintain program websites, write newsletters and articles and attend trade shows/conferences.

The program may require the member to engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design and help the program meet its goals. In no circumstance will members be asked to perform prohibited activities outlined in the service agreement.

**PRINCIPLE WORKING RELATIONSHIPS:**

- Members are directly supervised by the Conservation Corps Program Coordinator and Monarch Joint Venture Site Supervisor. Overall project implementation is overseen by the US Fish and Wildlife Service.
- Members serve in a single-placement setting based at the University of Minnesota and receive regular direction from Monarch Joint Venture staff and partners, including US Fish and Wildlife Service and the University of Minnesota.
- Members complete service projects with direction provided by partnering agencies and representatives of those agencies.

**SERVICE CONDITIONS:**

- Service is primarily completed indoors in an office environment.

- Some service will be completed outdoors in various conditions, including: hot/cold weather, rain/precipitation, and other seasonal conditions.
- Some travel is possible with the position.
- Physical, emotional and intellectual demands:
  - The position is NOT physically demanding in terms of the hands-on environmental restoration projects and long days.
  - The position is emotionally demanding in terms of patience in working with a variety of people.
  - The position is intellectually demanding in terms of planning multiple things at one time, focusing on a variety of priorities, and developing new materials.
- Equipment: Training will be provided for equipment as needed.
  - Computer and phone communication systems will be used extensively with this position.

**BENEFITS:**

- No service is scheduled on the following Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and New Year’s Day.
- Any day(s) missed in excess of 5 days are considered “excessive” and will result in a reduction of the stipend amount for each additional day missed. Up to 5 excused absences without stipend reduction. These can be used at the member’s discretion with permission from the Program Coordinator. Unused days will not be paid at the end of the program year, nor can they be carried over from one program year to the next.
- Up to 20% of the service term may be spent in education and training activities.
- Corpsmember Health Insurance.
- AmeriCorps Education Award for a full-time term following successful completion of service, loan forbearance over the service term, and payment of interest accrued.
- Personal protective equipment and uniform.
- *The Corpsmember is not eligible for comp time accrual, overtime pay, retirement benefits, or unemployment insurance.*

*This program is available to all, without regard to disability, race, religion, national origin, gender, sexual orientation, political affiliation, or other non-merit factors. The Conservation Corps engages AmeriCorps members, ages 18-25, as defined under the American Conservation and Youth Service Corps Act, a subtitle of the National and Community Service Act of 1990. Reasonable accommodations available upon request.*