AgCorps AmeriCorps Member Position Description

AgCorps Mission:

To serve Montana communities by providing Ag literacy and environmental stewardship education to create resilient, healthy, and engaged communities under the Big Sky.

Location	302 North Roberts St. Helena, MT 59601 or 315 S. 24th Street West, STE 3, Billings, MT 59102
Supervisor Information	Jasmine Chaffee, State Noxious Weed Coordinator
Term of Service	Term of Service will be from January to November. Members are expected to serve 40 hours/week. Typical working times are Monday-Friday 8:00AM-4:30PM.

About AmeriCorps:

AmeriCorps is the federal agency for national service and volunteerism. The AmeriCorps mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps continuously tackles the nation's most pressing challenges by getting things done for America.

Purpose:

AgCorps is a state AmeriCorps program administered by the Montana Department of Agriculture. AgCorps aims to improve the capacity of partner organizations to meet their mission, grow collaborations, provide effective programming, and create resilient, healthy, safe, and engaged communities in Montana. This program is also designed to serve rural and underfunded school districts in Montana that require more accessibility to Ag literacy materials.

Location:

The Montana Department of Agriculture is a state department that operates more than 30 programs across the state. Some of those programs and topics include Adopt-A-Trailhead, Farmer's Market, Beekeeping, Noxious Weeds and Pest Management. The three main divisions of the department are the Agricultural Development Division, the Agricultural Sciences Division, and the Central Services Division. For more information on the department, visit www.agr.mt.gov.

With a population of a little over 33,000, Helena is a beautiful capital city with a small-town feel. Montana has something to offer everyone, whether you are into biking, boating, skiing or just exploring the outdoors. There are countless activities to enjoy right outside your door including the state's oldest farmer's market, tours of the famous mansion district and multiple festivals throughout the year. Helena

is surrounded by several mountain ranges including the Big Belts, Elkhorns the Boulders, and numerous rivers and streams including the Blue-Ribbon section of the Missouri River.

Service Position Summary:

Noxious Weed programs across the state are run by county weed districts and extension agents but most lack the capacity to have a full-time education and outreach coordinator. There has been several decades of material created for noxious weed education, but there is a need to disseminate it into the community and provide resources for those conducting noxious weed education locally. Education and outreach will support local groups and counties in their education efforts providing a key pillar for the department's noxious weed programs.

The service member will assist with the creation and dissemination of noxious weed educational materials in classrooms and at public events across the state, work with counties to implement education programs for land managers and schools, and assist other noxious weed programs at the department as needed. They will serve as an environmental steward by raising awareness of the threat of noxious weeds and encouraging the public to take action.

During the school year this position will be on the road or in the classroom 50% of the time. The remaining 50% will be in a typical office environment. Transportation or mileage reimbursement, per diem, and hotel fees will be provided for program events.

Essential Functions and responsibilities:

- Conduct noxious weeds education in schools across the state
- Develop social media, outreach materials, and educational activities
- Assist partner organizations with events and trainings
- Assist other department noxious weed programs
- Attendance at mandatory trainings (Orientation, Symposium, mid-service training and end of service training)
- Participation in evaluation and reporting (monthly reporting, bi-weekly timesheet submission and monthly check-in calls)

Knowledge, Skills, and Abilities Required:

- Ability to interact with community members of all demographics
- Knowledge of design and editing software (i.e., Canva, Adobe, etc.)
- Communication and public speaking skills
- Understanding or willingness to learn about noxious weeds in Montana
- Strong organizational skills
- Valid driver's license and ability to travel long distances
- Ability to be part of a collaborative team
- Adhere to program policies and procedures
- Demonstrate the ability to balance service activities
- Demonstrate professional behavior and use of appropriate language
- Demonstrate the ability to be flexible and serve cooperatively
- Demonstrate the ability to communicate effectively and resolve conflicts

AmeriCorps Program Benefits:

- Members receive a living allowance to cover basic expenses while serving
- Upon successful completion of service, members receive an education award based on term length
- While serving, members may qualify for student loan forbearance
- Healthcare/ childcare services are available while serving
- A monthly housing allowance if eligible (must be paying rent or mortgage)
- Other benefits include being part of an incredible community, being surrounded by professionals in multiple fields, and job shadowing opportunities
- AmeriCorps alumni benefits include access to nationwide alumni network, many career resources, access to AmeriCorps alumni emails and updates

AmeriCorps Service minimum Requirements:

- Must be 18+ at the beginning of service
- High school graduate, GED recipient, working towards obtaining a high school diploma or GED during your term or service
- Be a citizen, national, or lawful permanent resident alien
- Satisfy the National Service Criminal History Check eligibility criteria

For more information, please Contact:

Amanda Coyle: AgCorps Program Coordinator
(406) 444-7819
Amanda.Coyle@mt.gov

To Apply

Visit https://my.americorps.gov

* All positions are contingent upon a successful background check and continued CNCS grant funding
* Reasonable accommodations can be made for interviews and if selected, service activities

The Montana AgCorps Program, under the Montana Department of Agriculture, does not discriminate based on race, color, national origin, religion, sex, sexual orientation, or any other discrimination not based on merit or qualifications.