

## 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.*



<b>Location</b>	302 North Roberts St. Helena, MT 59601
<b>Supervisor Information</b>	Jasmine Chaffee, State Noxious Weed Coordinator
<b>Term of Service</b>	This is a full-time 1700hr position. Term dates are January- November 2025. Members are expected to serve 40 hours/week. Typical serving 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](http://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 and will raise awareness of the threat of noxious weeds. This member will also raise awareness of the programs available to help identify and control weeds. The member will serve across the state working with counties to implement education programs for land managers and schools. They will serve as an environmental steward by raising awareness of one of the country's most pressing environmental issues.

During the school year this position will be on the road or in the classroom 80% of the time. The remaining 20% will be in a typical office environment. When school is not in session, the member will assist the mapping and monitoring member. Transportation or mileage reimbursement for program activities, Per diem, and hotel fees will be provided as funding permits.

**Essential Functions and responsibilities:**

- Conduct E&O for noxious weeds across the state
- maintain social media, table at events and teach noxious weed curricula in schools
- build educational activities for curricula, create E&O materials w/ MDA E&O Specialist
- participate in E&O events
- support AATM & Monitoring/Mapping during the summer months
- assist local organizations with noxious weeds maintenance
- Attendance to 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:**

- Public speaking
- Basic writing
- Knowledge of design and editing software (i.e., Canva, Adobe, etc.)
- Ability to interact with community members of all demographics
- Understanding or willingness to learn how agriculture plays an important role in Montana

**AmeriCorps Program Benefits:**

- Members receive a living allowance to cover basic expenses while serving
- Upon successful completion of service, members receive a \$7,395 education award
- While serving, members may qualify for student loan forbearance

- Healthcare/ childcare services are available while serving
- A monthly housing stipend if eligible
- 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 (17+ requires parental consent)
- 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  
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[Amanda.Coyle@mt.gov](mailto: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