



## PCEI Volunteer Coordinator

**PROJECT SPONSOR:** Palouse-Clearwater Environmental Institute

**PCEI MISSION:** To increase citizen involvement in decisions that affect our region's environment. The Palouse-Clearwater Environmental Institute (PCEI) is a proactive grassroots membership organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect the regional environment. We are seeking a Restoration Technician Member who will assist with all duties related to our environmental work.

**LOCATION:** The PCEI Nature Center in Moscow, Idaho. (with some travel & overnight projects)

**POSITION TIMELINE:** Position starts January 2, 2022, and ends August 31, 2022

**POSITION SUMMARY:** The member will work with PCEI staff and volunteers to assist with day-to-day tasks related to our restoration projects, Nature Center, and native plant nursery. Tasks include: Invasive species control, planting, watering, mowing, monitoring, erosion control, installing and maintaining plant protectors, seeding, minor construction, trail maintenance, and leading volunteer events. The member may also have opportunities to engage in environmental education.

### **RESPONSIBILITIES:**

- **Point Volunteer Coordinator** (lead individuals and groups in restoration and nature center projects. Help teach new skills and lead reflections around accomplishments)
- (40% time) Assist **Restoration Program** staff with implementation of restoration projects (using weed eaters, saws, hand picking weeds, planting trees, riding mowers)
- (40% time) Assist PCEI staff with grounds keeping of the **PCEI Nature Center**. (help with event set up and take down, mowing, landscaping, watering plant nursery, pulling weeds)
  - Assist PCEI staff in **maintenance and organization** of PCEI's vehicles, tools and equipment and composting program. (Help inventory and keep the check in and check out tools program running smoothly, weekly cleaning and organizing of vehicles and tools and assist with pick up and management of facility compost)
  - Assist in care and maintenance of **PCEI's nursery**, greenhouse, and native plant inventory. (water and weed plant nursery, work with volunteers to assist in care and upkeep)

- (20% time) Assist with **Educational programs** (co-lead field experiences, classroom trips and work with university students teaching basic ecology, water resources and naturalist skills. Training provided)

**PREFERRED QUALIFICATIONS:**

- Committed to serving the needs of the community and the environment
- Has a general interest in restoration and conservation efforts
- Works independently as well as part of a group
- Excellent verbal and written communication skills
- Knowledge of regional ecology, and native vs. invasive plants
- Experience with various hand tools such as shovels, rakes, hammers, wrenches, etc.
- Experience operating motorized equipment such as mowers, weed eaters, pumps, etc.
- Willingness and preparedness to work outdoors in varying weather conditions

**POSITION REQUIREMENTS:**

- Ability to commit to the full term of service for which they are applying.
- Knowledge of and/or desire to learn about plant species and management
- Valid driver's license and good driving record.
- Experience working with community with managing volunteers.
- Strong organizational, time management, and project management skills with the ability to work independently as well as part of a team.
- A cooperative manner and the ability to serve as part of a diverse team.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Regular and reliable attendance and dependability.
- Excellent verbal and written communication skills and ability to interact professionally with a diverse team of faculty, staff and students
- Microsoft Office Suite including Word and Excel, (and experience or openness to learning GIS, website design and graphic programs)
- Must be able to lift 50 pounds
- Must be able to kneel, remain on feet for multiple hours at a time, and work with groups in outdoor setting
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, and national service days.
- Willingness to contribute to the spirit of community volunteerism and teamwork.

**MEMBER BENEFITS INCLUDE:**

- A taxable, monthly living allowance of \$10,982.00, paid over the term of service.
- Upon successful completion of a term of service member will receive an education award of \$4,441.50. The education award 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.

- Student loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify.
- Professional development, trainings and networking opportunities.

**QUESTIONS ABOUT THE POSITION? CONTACT:**

Heather Huston Bell, Program Manager, (208) 882-1444 or [heather@pcei.org/](mailto:heather@pcei.org)

**TO APPLY SUBMIT COVER LETTER, RESUME, AND CONTACT INFORMATION FOR 2 REFERENCES TO:**  
[heather@pcei.org](mailto:heather@pcei.org) (Please send resume and contact information as one attachment)