



# Palouse-Clearwater Environmental Institute

## Position Description: Nature Center Landscape Coordinator

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

**PCEI MISSION:** To increase citizen involvement in decisions that affect our region's environment.

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

**POSITION TIMELINE:** Position starts October 1, 2019, and ends August 28, 2020

**POSITION SUMMARY:** The Nature Center is the 26.2 acre home base of the Palouse-Clearwater Environmental Institute. Open from dawn to dusk, the PCEI Nature Center is comprised of wetlands, nature trails totaling 1-mile in length, pathways, gardens and other creatively designed features. The Nature Center Steward will be responsible for maintaining and overseeing the daily and seasonal upkeep of the Nature Center. Stewards will work with all staff, but will work closely with the Restoration Coordinator and will report to the Program Manager. Stewards are expected to prioritize projects and create a consistent work schedule to maintain the Nature Center and its facilities. Stewards will also be asked to direct and lead volunteers and education programs at the Nature Center when available.

### RESPONSIBILITIES:

- (60% time) Ensure the PCEI Nature Center is a welcoming, outdoor facility by:
  - Overseeing composting program and weekly pick-up materials from local agencies
  - Tidying up and organizing storage sheds
  - Walking trails and seasonal creeks to monitor and eradicate weeds
  - Weeding, raking, and mowing
- (20% time) Assist with habitat restoration activities on and off site by:
  - Hand weeding, mowing, and weed eating
  - Planting native plant species for stream bank stabilization and erosion control
  - Removing invasive plant species by digging, or pulling
- (20% time) Assist with leading environmental education activities for K-12 students at the Nature Center and off site as available.
  - Contact and coordinate opportunities with schools and community groups.
  - Plan and lead education workshops and festivals for diverse groups of youth and adults.

### QUALIFICATIONS (TO INCLUDE, BUT NOT LIMITED TO):

- Knowledge of small machine operations and general tool maintenance
- Possess knowledge in one or more of the following fields: ecology, conservation, native plants and/or horticulture
- Experience working outdoors in various conditions
- Possess excellent and creative organizational skills
- Ability to work both independent and in large group settings in an effective manner
- Experience working with community, elementary +/- or middle school youth in formal (school) and/or non-formal (summer camp, Boy or Girl Scouts, outdoor education, etc.) settings

### 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

*"connecting people, place and community"™ since 1986*

- 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 (\$13,732.00/full-time member, paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$5,920.00 for a full-time position. 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.
- 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. Part-time members are not eligible.
- Childcare allowance 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)

Heather Huston Bell, Program Manager  
 Palouse-Clearwater Environmental Institute  
 PO Box 8596  
 Moscow, ID 83843  
[www.pcei.org](http://www.pcei.org)  
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