



# Potomac Valley Audubon Society

<http://www.PotomacAudubon.org> | [www.PotomacAudubon.org](http://www.PotomacAudubon.org) | P.O. Box 578,  
epherdstown, WV 25443 | 681-252-1387

## Land Management and Conservation AmeriCorps Service Member

### Job Description:

The Potomac Valley Audubon Society is seeking a full-time Land Management and Conservation AmeriCorps Service Member to serve from early March until the end of August. AmeriCorps, sometimes described as the domestic Peace Corps, involves young adults and adults in a year of service targeted towards important social outcomes. The service member will be responsible for completing 900-service hours assisting the Associate Director of Conservation and Operations in maintaining PVAS's nature preserves and participating in organization conservation projects.

### Roles and Responsibilities:

- Assist with the care of PVAS's four nature preserves: Cool Spring (located south of Charles Town), Yankauer (located between Shepherdstown and Martinsburg), Stauffer's Marsh (located west of Martinsburg), and Eidolon (west of Berkeley Springs).
- Help with coordinating and leading volunteer days at preserves to utilize community resources and engage local volunteers.
- Assist the Associate Director with conservation initiatives spearheaded by PVAS. Examples include Habitat Stewardship programs, The Monarch Alliance, chimney swift towers, and other conservation projects and initiatives approved by the Board of Directors.
- Represent PVAS positively in the community throughout roles/responsibilities.
- Serve as natural history and scientific resource to staff and public.
- Plan and implement special programs or projects upon request.
- Assist with PVAS special events, onsite and offsite.
- Help identify potential program and project ideas that support the PVAS mission.
- Contribute to social media posts and PVAS publications.
- Participate fully in all trainings provided by PVAS and AmeriCorps.
- Notify PVAS Supervisor of any repairs to materials or re-supply needed if it is not within the member's ability to do so.
- Regularly organize, maintain, and clean materials and the storage space in which they are kept.
- Follow all PVAS policies pertaining to smoking, the use of alcoholic beverages, and the use of illegal drugs.

### Qualifications:

- High school graduate/GED
- At least 18 years of age
- U.S. Citizen
- Reliable transportation, a valid drivers license and a clean driving record
- Basic knowledge of computers, Microsoft Office (Word, Excel, Powerpoint) and Google.
- Good writing, speaking, communication, research, networking skills
- Independently motivated, self-starter
- Interest in community service and commitment to getting things done in your community
- Basic knowledge of environmental science, natural history, ecology etc.
- Interest in land management and conservation
- Capable of strenuous outdoor activity (occasionally in inclement weather), be able to sit for several hours at a time, and able to lift and carry 40 lbs.

*Potomac Valley Audubon Society is people dedicated to preserving, restoring and enjoying the natural world through education and action.  
Join or donate today! Learn more at [www.PotomacAudubon.org](http://www.PotomacAudubon.org).  
EIN#: 55-0626891*

**Details & Benefits:**

- All AmeriCorps must sign a contract committing to six months of service. Start date is March 1, 2024. All positions are full-time. There is a mandatory in-person training March 4-5, 2024.
- Service members receive a \$776.33, pre-tax, paid twice monthly, living stipend.
- Year-long, full-time members who complete their 1700-hour commitment by the end of February 2025 will receive an educational award of \$6,895.00. Half-year, full-time members who complete their 900-hour commitment by the end of August will receive an educational award of \$3,447.50. The educational award can be used for existing student debt, current, or future education expenses – and the member has 7 years in which to use it.
- Housing may be available on-site. Space is limited and priority will be given to candidates without local accommodations. Housing will cost \$600.00/month; utilities included.
- Healthcare benefits while in service (if you qualify).
- Childcare assistance while in service (if you qualify).
- Student loan forbearance or deferment while in service.
- Service members who complete their year-long term may be eligible to attend a public West Virginia college tuition-free for two semesters. Service members who complete a 6-month term may be eligible to attend a public West Virginia college tuition for one semester.

**To Apply:**

1. Send resume with cover letter and contact information for three references via e-mail to:  
[Katelyn@PotomacAudubon.org](mailto:Katelyn@PotomacAudubon.org)

Note: Cover letter should relate your experiences and abilities to this specific job. Generic or non-specific letters will receive no reply. No phone calls please. Send inquires to [Katelyn@PotomacAudubon.org](mailto:Katelyn@PotomacAudubon.org).

2. Candidates must also apply to and be approved by AmeriCorps. Details of that process will be shared once PVAS approves the applicant through resume review and interview. A sample of the application packet and reference forms will be provided upon request.

Note: All AmeriCorps members will undergo a fingerprint background check and a national sex offender check.

*The Potomac Valley Audubon Society is an equal opportunity employer. All qualified applicants are welcome and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Further, PVAS acknowledges that it is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.*