



**Idaho Conservation Corps – AmeriCorps 680 Hours
National Park Service
Craters of the Moon, Hagerman Fossil Beds, Minidoka**



Position Title: Administrative Technician Intern – 680 HR

Position Summary:

The National Park Service, Craters of the Moon National Monument & Preserve is recruiting for **one** Administrative Technician Intern (beginning May 2022 through September 2022) that will support all programs at the three National Park Units. The selected intern will assist with administration of Natural and Cultural Resources, Facilities, and Interpretation and Education at Craters of the Moon National Monument and Preserve, Minidoka National Historic Site, and Hagerman Fossil Beds National Monument. The work will be primarily office based with the possibility of assisting the vegetation, wildlife, facilities, and interpretation programs with activities if the intern desires.

Background:

The geologic landscape, wildlife, and vegetation at three southern Idaho parks are unique resources that visitors come to enjoy every year. The Resource Management team deals with a variety of tasks from wildlife to vegetation monitoring and collections management. The Facilities staff at the three parks pride themselves in well-maintained facilities. Interpretation and Education provides visitor contact and information. All operations provide opportunities to develop skills in administration and management of programs in a land management agency and gain field experience working alongside National Park Service staff.

The programs have both grown in complexity and funding in the last several years and need assistance in managing administrative aspects of the respective programs. This position will work with permanent National Park staff and through the internship will gain an understanding of the business side of a national park operation. The administrative duties will be split between all programs.

Duties and Responsibilities:

Program Administration (80%)

- *Work with program managers and staff in the following areas:*
 - *Property Management*
 - *Digital and Paper File Management including Records Management*
 - *Budget assistance*
 - *Learn and assist with Facilities Management Software System*
 - *Learn and assist with Project Management System*
 - *Office Space Management*

Other 20% divided among programs: examples listed below

Vegetation and Wildlife Management

- *Work in a team and with park staff to treat invasive plants*
- *Vegetation restoration*
- *Work in a team and with park staff to conduct wildlife surveys*
- *Other duties*
 - *Preparing information (print and/or oral) for sharing with public*
 - *Enter data*
 - *Document resource findings/activities*

Some camping may be required with the Resource field work.

Facilities projects

- *Work with a team constructing a trail, including welding and metal cutting.*
- *Daily Facilities activities which may include trail work, cleaning, yard maintenance, building repairs.*

Interpretation and Education

- *Visitor Center operations and visitor contacts*

Required Qualifications:

- Ability to work in an office setting
- Computer skills; O365 knowledge a plus
- Able to work independently yet request assistance as needed
- Attention to detail
- Critical thinking skills
- Good written and verbal communication skills and a positive attitude
- Current Driver's license
- Willingness to submit to a government background security check

Desired Qualifications:

- Interest in the National Parks and conservation and public service

Duty Location:

Duties are performed out of Craters of the Moon National Park in Arco, Idaho. Housing may be provided.

Term of Employment:

The AmeriCorps member will complete a term of service (length dependent on commitment of hours), starting May 2022 through September 2022 for 17 weeks. The member must complete a minimum of 680 service hours by the end of their term. The member will receive a 30-minute lunch each day and this lunch break does not count towards AmeriCorps member service hours. Training will not exceed 20% of total member service hours.

Program Benefits:

\$8,500 total living allowance prorated monthly through term of service, and a \$2,417.14 education award upon completion of the 680 hours of service. The living allowance and education award are taxable. Members are responsible for providing their own food. Service eligibility is contingent upon the results of a criminal and driving background check.

Application Instructions

Application Deadline: March 2022

Interviews: Will occur as qualified applications are received.

Type of position: AmeriCorps Internship

Service Dates: May 2022 – September 2022

Length of Term: 680 Hours

To Apply:

Please submit a cover letter, resume, and contact information for three professional references and completely fill out the application form found at <https://nwyouthcorps.workbrightats.com/jobs/>

Additional Information

If you have questions about the position, please reach Northwest Youth Corps Internship Program Officer Liv Kelley at livk@nwyouthcorps.org or Chief of Natural Resources Management Linda Manning at linda_manning@nps.gov

***COVID-19 Protocols:** We have developed and facilitated industry leading COVID management protocols that are in place to keep our members and staff healthy, and have maintained an excellent safety record. Read our COVID protocols by visiting www.nwyouthcorps.org/m/covid19*

The member will not engage in any prohibited activities as stated in the Member Service Agreement.