



2019 LOGISTICS SPECIALIST (JANUARY - DECEMBER)

ABOUT EARTHCORPS:

EarthCorps is a Seattle-based nonprofit organization with a mission to build a global community of leaders through local environmental service. EarthCorps' Corps Program is an intensive year-long training program that unites young adults (ages 18-25) from across the United States and around the world to learn skills in community building, habitat restoration, and leadership. EarthCorps program participants are part of a diverse group of emerging environmental leaders committed to teamwork, service, and personal growth.

POSITION SUMMARY:

The Logistics Specialist is a seasonal AmeriCorps position with EarthCorps. This position plays a critical support role to our field services team by ensuring the habitat restoration crews have the tools & equipment necessary to accomplish project goals, and by performing hands-on field service as a project assistant.

The Logistics Specialist divides their time between logistics projects and field work. The remaining 20% of their time is spent in workshops, retreats, orientations and outside trainings. The Logistics Specialist will also serve as an informal advisor and mentor to EC crews.

This position is managed by an EarthCorps program manager and supervised by the EarthCorps logistics manager, and is offered through the Corporation for National and Community Service (CNCS). As such, all applicants must meet the requirements to become an AmeriCorps member and abide by AmeriCorps policies.



DUTIES AND RESPONSIBILITIES:

Logistics Support:

- Assist with the purchasing, packaging, and organizing of food, gear, and camping supplies for 2- to 10-day camping trips
- Ensure that all camping gear is in excellent working condition
- Assist crews with packing and unpacking for camping trips
- Assist in the maintenance and management of field infrastructure (tools, vehicles, facilities, and equipment).
- Track gear inventory lists, equipment use and maintenance logs, menu and ingredient lists.
- Track camp food and gear expenses and budgets
- Follow proper food handling procedures and keep food storage and food handling areas clean.

Project Support:

- Help habitat restoration crews implement field projects as needed.
- Assist project managers with coordinating field projects and monitoring.
- Serve as on-site project leader for EarthCorps in the absence of a project manager.
- Order and deliver materials to habitat restoration crews working in the field as needed.

Crew Support/Leadership

- Help habitat restoration crews establish clear goals & objectives.
- Foster and encourage leadership development among corps member program participants.
- Lead by example while serving alongside EC restoration crews in all weather conditions.

Communication:

- Demonstrate sensitivity to and awareness of cultural differences and commitment to working in an inclusive environment.

LOCAL RESTORATION | GLOBAL LEADERSHIP

6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312 www.earthcorps.org

- Conducts effective and timely communication with supervisor and field staff.
- Prepare timely oral and written reports, which include daily work logs, work projects summaries, equipment use and maintenance logs, effective feedback, and incident reports.
- Strive for professional, clear, and open communication amongst the field services team and all staff.

TERMS OF SERVICE:

- STATUS: Temporary, exempt
- PERIOD OF SERVICE: January 9 - December 14, 2018
- TYPICAL HOURS OF SERVICE: Will start out on a 4-10 schedule (four, 10 hour days), 7:00am-5:30pm Tuesday - Friday, (1/2-hour lunch does not count towards AmeriCorps hours) with the schedule flexing later in the season to meet project needs. Some evenings, overnights, and weekends are required.
- RATE OF PAY: Stipend of \$1925/month

Service potentially involves:

- Heavy lifting up to 50 lbs. and bending.
- Working, eating, and sometimes camping in the outdoors in all weather conditions, including heat/cold/rain
- Walking on steep or uneven terrain up to 8 mi. (13 km) while carrying 40 lbs. (18 kg) of weight.
- Performing herbicide applications.

Please consider the nature of the work prior to applying and let us know if you have any specific questions or concerns.

REQUIRED SKILLS

- US (any state) driver's license and comfort driving 12 passenger vans and large trucks.
- Possession of or ability to acquire a WA State pesticide applicators license.
- Experience leading and facilitating in a team setting.

DESIRED SKILLS

- Experience with the use and maintenance of hand and power tools.
- Experience with front and backcountry camping equipment, e.g. tents, stoves, and meal planning.
- Demonstrates the ability to work well independently and is self-motivated.
- Familiarity with restoration techniques and PNW Ecology.
- Capacity to delegate, multitask, stay organized and be responsive.
- Professional and positive attitude and experience in a customer service setting.
- Effective cross-cultural communication.
- Experience leading volunteers and/or crews in restoration work.

BENEFITS:

- AmeriCorps education award of approximately \$5,815 upon completion of 1,700 hours.
- Wilderness First Aid (WFA) training provided if needed.
- Days off permissible as designated by EarthCorps (with 4 personal days as standard).
- Holidays will be paid as designated by EarthCorps.
- Medical Insurance is provided.
- Subsidized ORCA Pass for bus transportation.
- Boots, pants, t-shirt, rain gear, and safety equipment provided.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, religion.