

Special Use Permits Member - Fort Vancouver National Historic Site

Summary

American Conservation Experience, a nonprofit Conservation Corps, in partnership with Fort Vancouver National Historic Site, is seeking One Special Use Permit Member to contribute to projects alongside park Staff.

For more information about ACE, please visit: www.usaconservation.org.

Start Date: June 2nd 2024

Estimated End Date: November 16th, 2024

a 24-week minimum commitment is required

Location Details/Description: Fort Vancouver National Historic Site - Vancouver, WA

Location Details: Set in the beautiful Pacific Northwest, Fort Vancouver was a 19th-century fur trading post that was the headquarters of the Hudson's Bay Company's Columbia Department. Named for Captain George Vancouver, the fort was located on the northern bank of the Columbia River in present-day Vancouver, Washington. At Fort Vancouver National Historic Site, the history of the Pacific Northwest is told at four unique sites, through four unique stories: the reconstructed British fur trade fort, historic buildings from the US Army's Vancouver Barracks, the history of aviation at Pearson Air Museum, and walking trails.

For more information about Fort Vancouver National Historic Site, please visit <https://www.nps.gov/fova/>

Position Overview:

The American Conservation Experience (ACE) Fellow will:

- Assisting Fort Vancouver administrative, resource, and special use (business) staff in developing, documenting, and implementing a special use permit program for historic event venue sites within Fort Vancouver. This will include:
 - Working with park staff in identifying and consolidating all applicable law and policy related to special use permits (SUP) and short-term leases (STL).
 - Working with park staff in reviewing and suggesting updates to existing Fort Vancouver policy and procedures regarding special use permits and short-term leases.
 - Working with park staff in reviewing and suggesting updates to existing Fort Vancouver business practices regarding special use permits and short-term leases rate structure.
 - Working with park interpretative staff in developing interpretative material for short-term leases locations.
 - Working with park staff in developing marketing material relevant to Fort Vancouver special use permits and short-term leases.
- Assisting park staff in completing on-site special use permits and short-term leases events. This will include:
 - Working with customers to provide access to special use permits / short-term leases structures / areas.
 - Monitoring events to ensure rules, regulations, and provisions of special use permits and short-term leases are being followed.
 - Providing professional and courteous information to customers.

- Events can be on weekends and in evenings.
- Being properly identifiable (ACE nametag, cap, or uniform).
- Fellow must practice safe work habits and follow the park's safety program. Fellows will review and contribute to Job Safety Analysis and location/event specific safety plan.

Schedule: Members will serve Tuesday through Saturday and can be expected to work some late events (never more than 40 hours/week – late events will offset hours.)

Position Benefits

Living Allowance: ACE Member is expected to contribute ~40 hours/week and will receive a living allowance of \$650/week to offset the costs of food and incidental expenses, dispersed bi-weekly.

AmeriCorps Education Award Program: This position may be eligible for an 900-hour AmeriCorps Education Award while serving under the EAP 2023/24 grant year program, valued up to \$3,447.50 upon successful completion of a complete service term and 900 hrs.

Public Land Corps Hiring Authority: Members serving under this agreement may be eligible for a federal hiring authority upon completion of their term of service and 640 hours of service. If the duration of a PLC-eligible term is not long enough for Members to accrue 640 hours of service (~16 weeks), the total hours served at the completion of the term may be eligible to be combined with hours accrued from another PLC-eligible term to meet the 640 hours requirement. PLC projects also include specific eligibility requirements such as age and citizenship. Please contact ACE staff with questions about eligibility, or view general information online: <https://www.usaconservation.org/epic/#eligibility-requirements>.

Housing: The ACE member will be accommodated in provided park housing for the duration of the term, at no cost to the member. This accommodation will be one bedroom in a shared 3 bedroom house. The house is located on-site.

Relocation Allowance: The ACE member will receive a relocation allowance of \$550 for travel costs relocating to Fort Vancouver National Historic Site

Provided Training/Orientation: ACE members will receive position specific training and an orientation outlining ACE policies and procedures, clear guidance on prohibited activities, and networks for support. Specific training may include the NPS Arborist Webinar series: Electrical Hazard Awareness, Emergency Preparedness, and Tree Selection, Planting and Establishment.

Qualifications

Required:

- Members must be a U.S. citizen or Permanent Resident, as required by U.S. government contracts
- Willing and able to represent ACE and the partner organization in a professional, positive, and enthusiastic manner.
- Ability to be both self-directed/work alone, and be a positive, contributing member of a group.
- A valid driver's license and an insurable driving record (documentation to be provided upon request).
- Willing to undergo and must pass the required criminal history check.

- Ability to perform the essential duties of the position with or without reasonable accommodation.
- ACE Members will need to complete bi-weekly timesheets, beginning of term feedback forms, end of term evaluations and for longer terms, a mid-term evaluation.
- To learn more about eligibility requirements, please visit our website <https://www.usaconservation.org/epic/#eligibility-requirements>.

Preferred:

- Competitive applicants for this position can hold or be pursuing a minimum of a bachelor's degree and/or have relevant experience in subject areas such as conservation law and policy, natural resource conservation, parks / recreation, environmental education, marketing, etc.
- Knowledge of policy special use permits and short-term leases.
- Ability and willingness to work weekends/evenings.
- Deep interest in public lands and resources.

Physical Demands, Work Environment and Working Conditions:

- Physical Demands: Requires frequent sitting, standing, walking (we can certainly accommodate folks with a disability- this is not a backcountry job, the house and all of our facilities are accessible.) Talking and hearing. Manual dexterity required for use of computer keyboard/mouse and other office equipment.
- Vision Requirements: Requires close, distance, peripheral and depth perception vision as well as the ability to focus.
- Weight Lifted or Force Exerted: Frequently moves up to 20 lbs of office/event equipment.
- Environmental: Outdoor and indoor conditions. Work environment conditions can change frequently;. Mainly indoor, office environment conditions; indoor air quality is good and temperature is controlled.
- Noise Environment. Moderate noise such as in a business office with equipment and light traffic.
- Travel: This position may require domestic travel.

Environmental Conditions/Hazards: The ACE member(s) may encounter environmental conditions/hazards including extreme heat or cold, rocky terrain, swamp or wetland conditions, biting insects, and potentially dangerous wildlife, and poor air quality due to wildfires. The member is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow staff/members or resources.

Vehicle and Equipment Use/Safety: If a vehicle is required for the accomplishment of the duties, one will be provided by the NPS. Any tools required for the accomplishment of the duties will be provided by the NPS. Use of personal protective equipment (PPE), typically provided by the NPS, will be mandatory for any activity that requires it. Strict adherence to NPS and ACE equipment training, certification and safety protocols is required.

To Apply: Please submit your resume, a cover letter demonstrating your interest and experience, and contact information for three professional/academic references to the online application page for this position here: <https://usaconservation.applicantpool.com/jobs/>. Early consideration will be given as applications are received. This position may close at any time. If you have any questions regarding this position please feel free to contact ACE EPIC - Western Region Member Manager Sabrina Caruso, at scaruso@usaconservation.org.

EEO: Employment with ACE is based upon ability, qualifications, attitude, and job-related factors. Every qualified employee or applicant has the same opportunity for recruitment, hire, training, transfer, promotion, compensation, demotion, termination, benefits, employee activities, and general treatment without regard to race, color, religion, creed, sex, gender, national origin, pregnancy, ancestry, citizenship status, genetic information (including of a family member), veteran or military status, age, physical or mental disability, sexual orientation, gender identity or expression, medical condition, marital or parental status, political affiliation, ethnicity, hair texture or style, arrest record, caste, hereditary status, endogamy, or any other classification protected by applicable local, state, or federal law.