



NATIONAL CAPITAL PARKS EAST

WASHINGTON, DC

STEWARDS INDIVIDUAL PLACEMENTS

Stewards Individual Placements provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. Stewards, in partnership with the National Park Service, are seeking an intern to serve as Community Volunteer Ambassador.

POSITION DETAILS

- Length: position is 50 weeks, 40 hours/week
- Start Date: Monday, February 8th 2021
- Living Allowance: Baseline allowance of \$440/week*
- AmeriCorps Award: \$6,095 (pre-tax)
- Application Due Date: **12/04/2020, or Until Filled**
- Members will attend a week-long, nationwide, virtual training-National Early Service Training

ABOUT THE SITE

We invite you to journey to parks Beyond the Capital of Washington, D.C. National Capital Parks-East is 13 park sites, parkways and statutory covering more than 8,000 acres of historic, cultural, and recreational parklands from Capitol Hill to the nearby Maryland suburbs.

POSITION SUMMARY

National Capital Parks-East (NACE), located in Washington, DC, is comprised of a combination of parks, historic sites and parkways. This position is in our newly created Partnerships, Volunteers and Youth Division. The Community Volunteer Ambassador (CVA) will aid the division in developing the parks' Volunteer planning, operations, management and coordination. The CVA will also work to increase awareness and community engagement by building a culture of stewardship around the park's cultural and natural resources through increased outreach and communication methods.

POSITION RESPONSIBILITIES

- Developing Volunteer Mapping Assessment
- Researching/Piloting of Volunteer Management Software/Systems w/GIS components
- Recruitment & Retention
- Newsletters & Social Media Campaigns (Service & appreciation)
- Aid in developing Volunteer Orientations/trainings with park staff
- Aid the park in developing long-range Volunteer plans aligned with park and community needs
- Develop assessments and reports that provide recommendations on how divisions and parks may utilize volunteers and how to build volunteer capacity
- Develop long-term recommendations for the growth and sustainability of the Volunteer-in-Parks program
- Development of a Service Calendar to identify peak and off-peak periods

MINIMUM QUALIFICATIONS

- Innovative and Creative
- Highly-Organized
- Effective independent and collaborative worker with flexibility to perform either as needed
- Oral and Written Communication Proficiency
- Public Speaking and Presentation Skills
- Project Management skills
- Savvy interpersonal skills and positive mindset
- Proficiency with basic Microsoft Office Suite
- Familiarity with basic social media platforms
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old (35 years old if you are a veteran)
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection

PREFERRED QUALIFICATIONS

- Undergraduate (Bachelor's degree) in any field
- Culturally Competent and ability to work with diverse populations
- Approaches work with an equitable and inclusive lens
- Experience with meaningful community engagement
- Experience working in teams and with management teams/leadership
- Experience working in Black Indigenous People of Color (BIPOC) communities.
- Passion for parks and outdoors
- Passion/interest in preserving African American History and Culture
- Driver's license preferred
- Attention to detail in all aspects of the duties and responsibilities
- This position is best suited for applicants local to the DC area, local candidates are preferred

HOUSING

National Capital Parks East does not offer housing and due to high housing costs in the DC metropolitan area, it is recommended that this position for local individuals or those that have established living situations.

*If site is unable to provide housing at no cost, up to \$80/week may be allocated to support rent.

HOW TO APPLY

Apply online [HERE](#). In addition to your resume, please submit a one page cover letter highlighting why you are interested in this position and how your background and experience will help you succeed in this position.

Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.

