

Subject: Natural Resources Mgmt Plan Aide at Stillwater NWR in NV

<https://www.thegreatbasininstitute.org/job/natural-resources-management-plan-aide/>

The Great Basin Institute, in cooperation with the U.S. Fish and Wildlife Service's Stillwater National Wildlife Refuge Complex (NWRC), is recruiting one Aide to join our AmeriCorps Program as a Natural Resources Management Plan Aide. In an office setting, the Aide will have the following responsibilities:

1. Review Stillwater NWRC Comprehensive Conservation Plan EIS and excerpt the refuge purposes and existing management goals and objectives, as well as previously identified species and habitats of management priority and threats to those resources into an electronic database;
2. Review contents of existing refuge files (electronic and hard copy) to locate available data and written documents (notes to files, reports, published literature, etc.) relative to the current or historic presence and status of specific ecosystems, species, abiotic factors, and cultural resources for each refuge, as well as threats to those resources.;
3. Locate available documents which contain descriptions of methods or protocols associated with existing and previous inventory and monitoring activities, research, habitat management implementation; and
4. Compile relevant information from available data and documents into electronic database.

Compensation and Timeline:

- This is an AmeriCorps position, and members will receive a living stipend of \$12,600. This is not an hourly wage or a salary and is paid to members bi-weekly throughout their term of service. Upon completion of the 24-week AmeriCorps term of service members shall receive a Segal AmeriCorps Education Award valued at \$2,865 that can be used to pay off qualified student loans or paying tuition for a Title IV accredited college or program.
- Affordable Care Act-compliant health benefits;
- FWS housing (approx. 20 miles to NE of Fallon, Nevada) may be possible;
- 24-week term of service beginning in February or March of 2016;
- Full time, 40 hours per week.

Location: The Stillwater National Wildlife Refuge (NWR) Complex is comprised of three wildlife refuges, which are part of the over 550 National Wildlife Refuges that make up the U. S. Fish and Wildlife Service's (USFWS) National Wildlife Refuge System (NWRS). Stillwater NWR and Fallon NWR are located in Churchill County, Nevada, approximately 16 miles northeast and 20 miles to the north, respectively, of Fallon, Nevada. Anaho Island NWR is located within Pyramid Lake, Washoe County, Nevada, approximately 35 miles northeast of Reno, Nevada.

Qualifications:

- Coursework or experience related to natural resource management;
- Basic understanding of natural resources conservation;
- Appreciation for historic documents;
- Willingness to work in an indoor office setting;
- Ability to work independently within guidance provided for project; and willingness to request additional/clarifying guidance as needed;
- Knowledge of data management, and willingness to conduct data entry;
- Possess good organizational skills;
- Valid, state-issued driver's license; and
- Meet AmeriCorps eligibility requirements: (1) U.S. citizenship or legal resident alien status, (2) eligible to receive an AmeriCorps Education Award (limit of four in a lifetime or the equivalent of two full-time

education awards), (3) pass National Sex Offender Public Website (NSOPW) and federal criminal background checks, (4) adhere to the rules, regulations and code of conduct as specified in the Member Service Agreement; and (5) will not engage in any prohibited activities as listed in the Member Service Agreement.

How to Apply:

Qualified and interested applicants should forward a cover letter, résumé, and list of three professional references to RA Recruitment at rarecruitment@thegreatbasininstitute.org. Please indicate “Stillwater Resource Mgmt. Plan Aide” in your email subject line. Please include where you found the position posted. Incomplete applications will not be considered. No phone inquiries, please.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.