



Potomac Valley Audubon Society

www.PotomacAudubon.org | P.O. Box 578, Shepherdstown, WV 25443 | 681-252-1387

Land Management and Conservation AmeriCorps Service Members

Position Description:

The Potomac Valley Audubon Society is seeking two full-time (37.5hrs/wk) Land Management and Conservation AmeriCorps Service Members for 2025. There will be one, half-term position, serving March to August (900 hours), and one, quarter-term position, serving May to August (450 hours). Please indicate which position you are applying for in your application.

AmeriCorps, sometimes described as the domestic Peace Corps, involves young adults and adults in a year of service targeted towards important social outcomes. The service member will be responsible for completing their service hours assisting the Associate Director of Conservation and Operations in maintaining PVAS's nature preserves and participating in organization conservation projects.

Roles and Responsibilities:

- Assist with the care of PVAS's four nature preserves: Cool Spring (located south of Charles Town), Yankauer (located between Shepherdstown and Martinsburg), Stauffer's Marsh (located west of Martinsburg), and Eidolon (west of Berkeley Springs).
- Help with coordinating and leading volunteer days at preserves to utilize community resources and engage local volunteers.
- Assist the Associate Director with conservation initiatives spearheaded by PVAS including The Monarch Alliance, Habitat Stewardship programs, Raise the Roost, and others.
- Serve as natural history and scientific resource to staff and public.
- Plan and implement special programs or projects. These can align with university requirements.
- Assist with PVAS special events, onsite and offsite.
- Contribute to social media posts and PVAS publications such as the quarterly newsletter, Valley Views.
- Participate fully in all trainings provided by PVAS and AmeriCorps.
- Regularly organize, maintain, and clean materials and the storage space in which they are kept.

Qualifications:

- High school graduate/GED
- At least 18 years of age
- U.S. Citizen
- Reliable transportation, a valid drivers license, and a clean driving record
- Basic knowledge of computer programs including Microsoft Office (Word, Excel, PowerPoint) and Google.
- Good writing, speaking, communication, research, networking skills
- Independently motivated, self-starter
- Interest in community service and commitment to getting things done in your community

*Potomac Valley Audubon Society is people dedicated to preserving, restoring and enjoying the natural world through education and action.
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EIN#: 55-0626891*

- Interest in land management and conservation with a basic knowledge of environmental science, natural history, ecology etc.
- Capable of strenuous outdoor activity (occasionally in inclement weather) and able to lift and carry 40 pounds.

Details & Benefits:

- All AmeriCorps must sign a contract committing to their term of service. The expected start date for the half-term position is March 3, 2025. The expected start date for the quarter-term position is May 19, 2025. Both positions are full-time (37.5hrs/wk).
- Service members receive a living stipend of \$825.00, pre-tax, paid twice monthly.
- Half-term members who complete their 900-hour commitment by the end of August 2025 will receive an educational award of \$3,447.50. Quarter-term members who complete their 450-hour commitment by the end of August will receive an educational award of \$XX. The educational award can be used for existing student debt, current, or future education expenses– and the member has 7 years in which to use it.
- Housing may be available on-site. Space is limited and priority will be given to candidates without local accommodations. Housing will cost \$400.00/month, utilities included.
- Healthcare benefits while in service (if you qualify).
- Childcare assistance while in service (if you qualify).
- Student loan forbearance or deferment while in service.
- Service members that complete a half-term may be eligible to attend a public West Virginia college tuition free for 1 semester.

To Apply:

1. Complete an [online application](#).
2. Candidates must also apply to and be approved by AmeriCorps. Details of that process will be shared once PVAS approves the applicant through resume review and interview. A sample of the application packet and reference forms will be provided upon request. All AmeriCorps members will undergo a fingerprint background check and a national sex offender check.



Questions should be directed to KC Walters, Associate Director of Conservation and Operations at Katelyn@PotomacAudubon.org

The Potomac Valley Audubon Society is an equal-opportunity employer. All qualified applicants are welcome and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Further, PVAS acknowledges that it is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.