



**Northwest Youth Corps – AmeriCorps 480 Hour
Bureau of Land Management (BLM)
Burns District - Hines, Oregon**



Position Title: Archaeological Collections Management Resource Assistant

Grant Program: OYSI 22EDBDC0020010 / EAP 21EDBDC0010041

Position Summary:

The Burns District BLM Cultural Resources Division is recruiting **one** 12-week 480 hour AmeriCorps member beginning **June 10th, 2024** through **August 30th, 2024**. The successful applicant will coordinate with cultural resources staff to inventory and document pre-contact archaeological collections housed at the district headquarters for Native American Graves Protection and Repatriation Act (NAGPRA) reporting purposes. The position will require excellent writing skills, data entry skills utilizing Microsoft Excel, and meticulous attention to detail. The member must complete an end of service project presentation (5-10 minutes in length) highlighting the key takeaways of their time with the agency. Fieldwork will be required to ground-truth sites included in the inventory process and to build skills for future agency employment.

Duties and Responsibilities:

The member will perform data entry, work closely with cultural resources staff, and document pre-contact archaeological collections. Additionally, the member will conduct fieldwork during the inventory process.

Specific activities include:

[%] is the percentage of time throughout the term of service.

- Organizing collections for inventory purposes (30%)
- Fieldwork with cultural resources staff (30%)
- Data entry (30%)
- Formal Training (10%) *

**Training will not exceed 20% of total member service hours.*

Required Qualifications:

- Currently enrolled in an Associates, Bachelors, or Graduate Degree Program
- Members must be US Citizen or Permanent Resident, as required by U.S. government contracts.
- 18+ years of age upon program start date
- Ability and willingness to undergo a federal criminal background check is required
- Driver's license
- Ability to lift heavy objects (at times 30-50 lbs) and hike up to five miles/day.
- Writing skills, including a writing example
- Data entry familiarity (use of spreadsheets, Microsoft Excel)
- Flexibility in daily duties

Desired Qualifications:

- Coursework in anthropology, ethnic studies, or Native American studies (high school or college)
- Adaptability to changing job duties with short notice.
- Outdoor skills

- **Duty Location:** Duties are performed at the Bureau of Land Management, Burns District, Hines, Oregon or in the field at various locations traveling from the base of the Burns District BLM Office.

Terms of Employment:

One AmeriCorps member will complete a **12-week** term of service, starting **June 10, 2024**, through **August 30, 2024**. The member must complete an end of service project presentation (5-10 minutes in length) highlighting the key takeaways of their time with the agency. The member must complete a minimum of **480 service hours** by the end of their term. A schedule of 4 ten-hour days per week is preferred for fieldwork purposes (Monday-Thursday). The member will receive a 30-minute lunch each day and this lunch break does not count towards AmeriCorps member service hours. *Training will not exceed 20% of total member service hours.*

Program Benefits:

\$7,680 living allowance along with a **\$3,000 housing stipend** for a **total combined stipend** of **\$10,680** dispersed on a monthly basis throughout the term of service. The member will have available a **\$1,000 reimbursement fund** for gear, mileage, and training relevant to the position. Upon successful completion of program requirements, an **education award** amount of **\$1,824.07** is awarded to the member.

The living allowance and education award are taxable. Members are responsible for providing their own food. Service eligibility is contingent upon the results of a criminal and driving background check. These positions are sponsored by The Corps Network's OYSI and EAP program.

Application Instructions

Application Deadline: **May 13, 2024**

Interviews: Will occur as qualified applications are received.

Type of position: AmeriCorps Individual Placement

Service Dates June 10, 2024 - August 30, 2024

Length of Term: 12 Weeks (minimum of 480 hours)

How to apply: Please submit a cover letter, resume, and contact information for three professional references and completely fill out the application form found at:

https://nwyouthcorps.workbrightats.com/jobsearch/?job_board_classification=Internships

Please select “*Burns District BLM - Archaeological Collections Management Resource Assistant*” when applying.

Additional Information

If you have questions about the position, please reach Northwest Youth Corps Internship Program Coordinator Abi Snow at abigails@nwyouthcorps.org or 541-654-4704, or Patrick O’Grady at 541-573-4402 or pogradey@blm.gov.

All job offers are contingent upon the completion of a satisfactory background check (criminal history and driving history). **The member will not engage in any prohibited activities as stated in the Member Service Agreement.**