



Visitor Services and Outreach Apprenticeship

in partnership with Minnesota Valley National Wildlife Refuge

Are you passionate about increasing diversity, equity and inclusion in the outdoors? Do you want to introduce children and adults to outdoor spaces? Do you desire to gain skills in communication, program development and community outreach?

Minnesota Valley Trust, Inc. (Trust) and Minnesota Valley National Wildlife Refuge (Refuge) have partnered together to provide paid, developmental opportunities for individuals who are committed to diversity in the field of conservation.

We are hiring **two full-time, two-year Visitor Service and Outreach (VSO) Apprentices** to join our team. Join us to play an integral role at this thriving urban refuge where nature connects people, communities and wildlife!

As a VSO Apprentice you will:

- **Connect** with communities through nature-based programming
- **Facilitate** educational and outreach programs on the refuge and in the community
- **Engage** in special events with community partners
- **Assist** in the production of a variety of communication tools including flyers, brochures and social media content, and managing our website
- **Support** visitor center operations at our two visitor centers.
- **Explore** career paths and network with local employers in the field of natural resource management, education and community outreach
- **Grow** understanding of U.S. Fish and Wildlife Service agency and the field of visitor services and outreach

Position Details

Term Dates: June 3, 2024–Late May 2026

Location: Minnesota Valley National Wildlife Refuge

- Bloomington Education and Visitor Center, 3815 American Boulevard East, Bloomington, MN 55425

Wage: \$18.49 per hour

Hours: 40 hours per week including weekend day, daily hours 8–4:30 pm and occasional evenings.

Benefits: Paid time off, federal holidays, life & disability insurance, employer contribution to health and dental insurance, employer match to retirement plan. Gear and training stipend. Uniform shirts provided.



Required Qualifications:

- Valid driver's license
- Pass federal background check
- U.S. Citizen or permanent resident of the United States

Preferred Qualifications:

- Experience working with the public
- Excellent written and verbal communication
- Knowledge of and/or strong interest in one or more of the following: partnership development, volunteer management, community outreach, environmental education, communications, or natural resource management and biology
- Second language skills
- Post-secondary education

This position includes working both indoors and outdoors. Working conditions may include walking, hiking, bending or standing for long periods of time and working in adverse weather conditions.

On the Job Training: Apprentices will gain marketable career skills to further their career in natural resources. Apprentices will be mentored by USFWS professionals and network with other Trust and Refuge staff, interns and volunteers, and community partners.

Special Hiring Authority: Apprentices may be eligible to receive a Department of the Interior (DOI) Public Lands Corps (PLC) non-competitive hiring authority certificate upon completion of their term of service. More information provided upon request.

Applications due by 10 pm CST on March 10

To Apply: Submit the following information in ONE document to jobs@mnvalleytrust.org:

1) 1-page personal statement addressing the following questions:

- How does your lived experience align with our goals of connecting communities, people, nature and wildlife and diversifying the conservation profession?
- How will this opportunity further your personal or career goals as they relate to the field of conservation?

2) Resume noting education, experience and skills

3) List of three professional or academic references

In the subject line, please include first and last name and position(s) for which you are applying.

For more information please contact Jasmine Curtis

Email: jcurtis@mnvalleytrust.org

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The Minnesota Valley Trust is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran or disability status. Persons who are committed to diversity, equity and inclusion are encouraged to apply, as are members of groups that are historically underrepresented in conservation careers. Learn more at mnvalleytrust.org.

