

AFNHA AmeriCorps Application Process

We interview and select applicants on a rolling basis. Applications will be accepted until all positions are filled. We are actively recruiting now.

Be sure that you have read the ABOUT and POSITIONS sections for more information about our program.

Please submit:

Cover letter (required)

- Email directly to afha@appalachianforest.us a cover letter telling us a bit about yourself, and why you are specifically interested in AFNHA AmeriCorps. This is your introduction to us. What do you feel you will bring to this position?

AmeriCorps portal application (required)

- Complete your profile on <https://my.americorps.gov>
- Click on “apply to serve” to create your profile. We suggest that for “local address” you use the state where you will be living during the summer of 2019 (if selected, you will need a background check for that state). Fill out your complete application.
- Try to select reference names who will be responsive to an on-line reference request. You don’t need to wait for reference replies before submitting – those responses will show up when completed.
- Then “search listings” for Appalachian Forest National Heritage Area or AFNHA Conservation, Community, or Hands-On Team. We have multiple listings – you can submit to any one of them. If you don’t find it by name, search AmeriCorps State/National; West Virginia. For can also search for Environment or Community Outreach in West Virginia. When you find one of our opportunity listings, submit your profile application to it.

Other Application or additional info (optional)

If you have technical difficulties, or wish to apply before completing your AmeriCorps portal application, you can:

- Apply through Service Year serviceyear.org or
- Email us a resume directly. Some sites may ask for a resume in addition to the portal application. This can be helpful especially if it tells us more about your experience than the portal application.

This may be an easier way to get started in the conversation with us. We do still need your cover letter as well, and you will need the AmeriCorps portal application with two references before your application paperwork is complete.

- You may also send us short writing sample of your promotional, interpretive, or academic writing (especially helpful for members seeking positions involving a lot of communications or writing) or other relevant examples of your work.

Screening steps

- Once we receive your cover letter and AmeriCorps application and/or resume, we will confirm to you which positions are available, and have you fill out a pre-interview form. This will include your opportunity to request the specific sites you are interested in. Prompt response to communications from us reflects positively on your application.
- Candidates who seem likely based on your written materials will do a program interview with AFNHA, then follow-up interviews with sites that are considering you. (Occasionally you may do a site interview first; that’s OK but both are still required) Interviews are usually by phone unless you live locally.
- Email us or watch www.appalachianforest.us/ameriCorps.htm for latest status of openings.
- We are interviewing now, and will make offers on a rolling basis until all are filled. Early applications get the most choice of site options, but usually some are still available into August. After program start in September, we will continue recruitment if positions remain available.

If You Are Selected

We will make you a formal offer for a specific position (or choice of positions) by email. In order to keep our recruitment moving, we will ask you to respond to this within a few days – so during your interview process please think through whether you are willing to make this commitment. Ask all the questions you would like to be sure this is right for you. Quitting AmeriCorps early to take a better job or because it is not what you expected are NOT acceptable reasons to leave, and you would not get your education award.

READ AND CONSIDER:

AmeriCorps means that you will be providing a national service.

You are making a commitment to provide at least 1700 hours of service within the year. This is a full-time position generally requiring a 40 hour work week. You will be committing to providing service from Sept 5 (or your start date) for 11 ½ months.

Once you accept the offer, we will send you more information about your next steps. Briefly, this will include:

- Information about completing your background check, before your service starts.
- Information about ID documentation and other items you are required to bring.
- Information to help you find lodging. You will be responsible for your own housing. We will help provide housing information to the extent we know of it, but we do not guarantee any of the options. A few positions may have low-cost housing available – please discuss this with the supervisor during your site interview. Do not be discouraged if you don't see apartments listed on-line or Craig's list – for rural communities you will find opportunities more by word of mouth than through media. A single apartment in Elkins will probably cost \$400 to \$500/month plus utilities; if you share with others you can reduce that cost. We do not provide any financial relocation assistance. Many members may qualify for SNAP benefits to help with food expenses.
- Connection with other incoming members, so you can start networking with them.
- Additional information and tips to help you prepare for your service year.

To apply, or for more information:

Appalachian Forest National Heritage Area
PO Box 1206
Elkins WV 26241
www.appalachianforest.us
Office 304-636-6182
afha@appalachianforest.us (reaches all of us)

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Logan Smith

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Sarah Heuer

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Why did our name change? We were designated as a National Heritage Area in March 2019. Either AFHA or AFNHA name is OK to use, while we transition and all get used to our exciting new status!