



## **AmeriCorps Position Description**

**Position Title:** Energy Conservation Outreach Coordinator

**Project Sponsor:** Beaverton School District #48 [www.beaverton.k12.or.us](http://www.beaverton.k12.or.us)

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships.  
[www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** 2180 SW 170<sup>th</sup> Avenue, Beaverton, Oregon 97006

**Position Summary:** The goal of this position is to increase energy awareness and work to create a conservation ethic in the BSD community. This will be accomplished with staff and classroom presentations and student energy audits (30%), continued development of the energy component of the Oregon Green Schools program (20%), creation of and/or assistance with newsletters, resource lists, and energy performance reports for e-mail distribution and web posting (20%), energy walk-through observation reports at target facilities (10%), and the design of a system to monitor project impact (10%). The remaining time (10%) will be spent on general office duties.

### **General Responsibilities (to include, but not limited to):**

- Encourage personal ownership of energy conservation ethic by creating and presenting staff and classroom presentations about energy conservation and other energy-related, school-requested topics.
- Specifically manage an outreach program as part of the energy component of the Oregon Green Schools program.
- Identify Resource Conservation Coordinators (RCC's) for each facility and communicate with them.
- Work with Resource Conservation Department to strengthen BSD's conservation program as a whole, which will include the creation and dissemination of a District-wide quarterly newsletter highlighting activities, offering resources, and giving helpful tips on energy and resource conservation.
- Complete walk-through energy observation reports of targeted facilities.
- Modify and update BSD's Energy & Resource Conservation public web page contents.
- Monitor the status of Bonneville Environmental Foundation's *Solar 4 Our Schools* program and participate when BEF's funding allows the opportunity.
- Design a system to monitor project impact.
- Develop a year-end summary report to document position activities for future AmeriCorps members.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have valid driver's license, clean driving record and the ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Must communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, volunteers, students, staff members, and general public.
- Strong organizational, record keeping, and time management skills.
- Desire to work and serve with people to promote environmental stewardship.
- Flexible, cooperative, enthusiastic manner and ability to work as a team member.
- Self-motivated, creative and resourceful individual who enjoys serving with a diverse group of people.
- Travel and attend meetings in various parts of the region.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps\*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps\*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

### **Preferred Qualifications:**

- Exceptional presentation skills.
- Comfortable with groups that are diverse in both size and make-up.
- Proficiency in Word, Publisher, PowerPoint, and also Excel, preferred.
- Exceptional research skills.
- A self-starter who is motivated, has new ideas, and can work with minimal supervision at times.
- Flexible.
- Web design abilities a plus.

### **Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.

### **Transportation Information:**

- Project site is accessible by public transportation.

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**Application Deadline:** On-going until filled.

**Interviews:** No set schedule. Open until filled.

**Service Dates:** September 14, 2009 - August 17, 2010

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – **Sheri Stanley** at [sheri\\_stanley@beaverton.k12.or.us](mailto:sheri_stanley@beaverton.k12.or.us). The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.

**Step 2** - Complete your application and submit materials to **Sherrie Jackson** at [sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org).

Application materials can either be completed online at the [AmeriCorps website](#) or downloaded from the NWSA website "[How to Apply](#)" page and submitted via email (preferable), mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References**
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

**Questions about the position?** – Contact Sheri Stanley, [sheri\\_stanley@beaverton.k12.or.us](mailto:sheri_stanley@beaverton.k12.or.us), 503-591-4492

**General questions about AmeriCorps, NWSA or our recruitment process?** Contact:

Sherrie Jackson  
Recruitment Coordinator  
NWSA Lower Columbia Center  
55 SE Main Street  
Portland, OR 97214  
(503) 234-2383 ext 108  
(503) 232-0166 (fax)  
[sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org)

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