



AmeriCorps Position Description

Position Title Community Outreach Assistant

Project Sponsor: City of Gresham – Department of Environmental Services – <http://greshamoregon.gov/city/city-departments/environmental-services/>

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

Project Location: Gresham City Hall, 1333 NW Eastman Parkway, Gresham OR

Position Summary: The primary goal of the project will be to provide direct resource conservation education and assistance to apartment communities and build relationships with the property managers at these communities. The position will also serve to increase the City's presence in the community and at community events to engage citizens on environmental issues, beginning with recycling participation and evaluating other resource conservation opportunities, e.g. water conservation, stormwater and water pretreatment education. This will occupy 70% of the member's time. A secondary goal will be to assist with planning and coordination for department community events, which will occupy 15% of the member's time. A third goal will be to assist with event recycling services to popular Gresham community events, which will occupy 15% of the member's time.

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

- Perform field visits and collect data, primarily on recycling systems
- Plan and lead environmental education activities in the community
- Conduct community presentations upon request
- Collaborate with staff to develop strategic outreach and evaluation plans.
- Collaborate with staff to research volunteer needs and develop volunteer position descriptions
- Assist staff in volunteer recruitment, training and coordination
- Perform data entry for program activities
- Track program activities and outreach for recycling, water and wastewater
- 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:

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Travel and attend meetings in various parts of the region.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Desire to serve with diverse groups of people to promote environmental stewardship and an ethic of service.
- Strong organizational and interpersonal skills.
- Serve occasional evenings and weekends.
- Strong computer skills.
- 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:

- Ability to speak either Spanish or Russian
- Familiarity with resource conservation and recycling programs is helpful but not required.
- Experience working with community groups and volunteers.

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.
- Access to City vehicles for member service activities.
- Access to City skills development trainings

Transportation Information:

- Project site is accessible by public transportation.
- Monthly/annual transit passes are available for commuting to service site and will be provided by the project sponsor.
- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.

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 – **Karen Guillén-Chapman** at Karen.Guillen-Chapman@ci.gresham.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.

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: Karen Guillén-Chapman, Karen.Guillen-Chapman@ci.gresham.or.us
or (503) 618-2752

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

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