



AmeriCorps Position Description

Position Title Sustainability Specialist

Project Sponsor: City of Gresham

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 Sustainability Specialist will assist with the development and implementation of three key documents including the Sustainable Gresham Plan, the Gresham Sustainable Economy Strategy, and Gresham's Sustainability Policy. All three documents will play primary roles in guiding and directing City activities related to sustainability in the coming years (40% of time). Additionally, the Sustainability Specialist will provide support to the Recycling and Solid Waste Program manager who currently oversees various sustainability initiatives on behalf the City. These initiatives include electric vehicle charging infrastructure and increased investment in hybrid and all electric fleet vehicles, organics waste to energy concepts, expanded solar and other alternative energy sources, energy efficiency outreach and support to Gresham residents and businesses, and the tracking and reduction of greenhouse gas emissions (40%). The remaining 20% of the member's time will be engaged in outreach and coordination activities with various stakeholder groups including the Natural Resources and Sustainability Committee.

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

- Research and document sustainability plans undertaken in other jurisdictions.
- Lead efforts on some key sub projects including planning, coordination, and drafting project outputs.
- Collect and enter data related to greenhouse gas emission reduction.
- Attend regional Sustainability Coordinator forums for information sharing and training.
- Assist with outreach related to sustainability.
- Track program activities and progress.
- Attend Natural Resources and Sustainability advisory Committee.
- 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 progress.
- 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, training's, 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:

- Some familiarity with greenhouse gas emission tracking and reduction strategies.
- Familiarity with broad sustainability concepts, zero waste, natural systems preferred but not required.
- Experience working with community groups and conducting community outreach.
- Detail oriented.

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 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 – Dan Blue at dan.blue@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: Dan Blue, dan.blue@ci.gresham.or.us or 503-618-2624

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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