



AmeriCorps Position Description

Position Title: Sustainability Outreach Specialist

Project Sponsor: City of Lake Oswego www.ci.oswego.or.us (Sustainability link on the right side)

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: 380 A Ave., Lake Oswego, OR 97034

Position Summary: The position will focus on the following key goals, listed in order of priority: **1)** Engaging and providing sustainability-focused learning opportunities, tools, and resources for City employees. The member will assist with the delivery of learning programs; establish systems to share information and best practices; and help implement projects in the City's Sustainability Plan. (60%); **2)** Planning and implementing outreach activities for Sustainability Action Month, May 2011. Sustainability Action Month is an annual series of community awareness-building events sponsored by Lake Oswego's Sustainability Advisory Board. Events occur at venues throughout the community, providing opportunities for businesses, residents, and visitors to learn about sustainability and actions they can take today for more livable future. The member will serve with a committee of Board and community members and staff to develop partnerships and events, create and implement media and outreach strategies and materials, and oversee volunteer recruitment and management. (30%).

Essential Functions (to include, but not limited to):

- Assist with delivery of employee sustainability learning program and the evaluation of its effectiveness.
- Coordinate and promote staff brown bags and discussion course or book group on sustainability and climate change.
- Work collaboratively with staff to research, develop, and implement projects that help meet City sustainability goals.
- Identify, create, and design audience-appropriate sustainability outreach materials for web and print media.
- Lead Sustainability Action Month planning committee, schedule team meetings, follow up on tasks, and report on progress.
- Conduct outreach during Sustainability Action Month, at special community recycling events, and during City employee events to engage participants in sustainable behaviors.
- Track and summarize results of outreach and engagement activities.
- Attend staff meetings, Sustainability Advisory Board meetings, and Sustainability Action Month committee meetings.
- Assist with general office duties related to positions (mailing, filing, email, phone calls).
- Public speaking and presentations.
- 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:

- Travel to and attend meetings in the community and various parts of the region, on occasion. Requires valid driver's license, clean driving record and ability to provide documentation.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, and the general public.
- Serve occasional evenings and weekends.
- Strong organizational and interpersonal communication skills.
- Desire to serve with people to promote resource conservation and sustainable behaviors, and an ethic of service.
- A cooperative manner and the ability to serve as part of a team.
- A willingness to ask questions for clarification and job completion.
- A commitment to the goals of the City of Lake Oswego.
- An independent, self-motivated, creative and resourceful individual who enjoys serving with diverse groups of people.
- 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:

- Bachelor's Degree in Planning, Environmental Studies, Community Development, Geography, or other related field.
- Experience developing and/or participating in community engagement and public outreach campaigns.
- Interest in or experience with community-based social marketing.
- Familiarity with the Portland region and community sustainability and planning for climate change desirable.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. 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:

- City of Lake Oswego vehicle is available for service activities.
- Project site is accessible by public transportation.
- Bus tickets or monthly transit passes are available for employee commute and service activities and will be provided by the project sponsor.
- Participation in City-sponsored employee vanpool (with bike rack), depending on location of residence.

Application Deadline: On-going until filled.
Interviews: No set schedule. Open until filled.
Service Dates: September 20, 2010 - August 12, 2011

NWSA Center: Lower Columbia Center
Type of Position: Individual Placement
Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – Susan Millhauser at smillhauser@ci.oswego.or.us:

- **résumé**
- **cover letter**
- **contact information for three references**

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 to NWSA:

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

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or delivered to our office with an original signature (no fax).

Questions about the position? Contact: Susan Millhauser, Sustainability Coordinator, City of Lake Oswego, OR; smillhauser@ci.oswego.or.us; 503-635-0291

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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