



AmeriCorps Position Description

Position Title: Watershed Outreach Organizer (1 Position)

Project Sponsor: Coos Watershed Association <http://www.cooswatershed.org>

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: PO Box 5860 , Charleston, OR 97420

Position Summary: The Coos Watershed Association is a way for people with a wide range of interests to get together and develop the "big picture" of the conditions in the Coos watershed, and it helps individual landowners to decide how to manage and restore the watershed's natural systems.

The Community Support Developer will build a 'Friends of the Coos Watershed' support group that will increase the effectiveness and sustainability of our science-based watershed restoration program in the local community. The three goals of this position are to network with organizers of similar groups to build the 'Friends of the Coos Watershed' group, provide direct outreach to the local community through public events, publications, and website and effectively sustain the outreach program through financial management and performance measurement. Specific duties to this position will include neighborhood meetings with residents and a membership drive to support the organizations mission.

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

1. Expand and continue to build support for the Coos Watershed Association by participating in the watershed assessment "neighbor-shed" coffee klatches and set up followup meetings in sub-basins where these have occurred in the past.
2. Develop outreach materials, including 3 quarterly newsletters and an Annual Report, website upgrades, and writing at least four restoration project success stories.
3. In cooperation with the Friends and other groups, set up quarterly special events for the public (evening presentations, shows [Salmon-People], field tours) to increase awareness of watershed issues.
4. Work with the Executive Director to solicit membership in the Friends from local residents and businesses.
5. Work with the Executive Director and Board to establish governance procedures for the Friends within the parameters of the Coos Watershed Association Bylaws.
6. Make monthly presentations to local service groups (Rotary, Chamber of Commerce, etc.) on the watershed council's activities and successes.
7. Work with the Executive Director to research, coordinate, and prepare grant applications to support the outreach program.
8. Work with the Executive Director and Office Manager/Bookkeeper to manage the program, including budgeting, tracking of expenditures, and preparation of grant progress reports.
9. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
10. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
11. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Personal vehicle is required for service activities and mileage reimbursement is approved.
2. Must have a valid driver's license, clean driving record and ability to provide documentation.
3. Bachelor's degree (or above) in environmental science, natural resources, environmental journalism, rural sociology,

AN EQUAL OPPORTUNITY EMPLOYER

- or business (with an emphasis in nonprofit management). Associate's degree and equivalent experience may be substituted if extremely relevant to the position.
4. Computer literacy, including experience with MS Office applications (Word, Excel), web browsers, and e-mail.
 5. The ability to communicate in written and oral form.
 6. Self-motivated with the ability to work collaboratively and independently in a small office environment
 7. Willingness to work a flexible schedule, including some evenings and weekends, within a 40 hour per week maximum.
 8. Ability to work with diverse populations to find common ground.
 9. The ability to manage multiple project activities simultaneously.
 10. Professional attire required and willingness to adhere to dress code.
 11. 21 years of age or older, at beginning of service term.
 12. U.S. citizen, national or lawful permanent resident.
 13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
 14. Ability to commit to the full term of service for which they are applying.
 15. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
 16. Regular and reliable attendance.
 17. 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:

1. Knowledge of watershed restoration.
2. Experience in fund- and/or friend-raising.
3. Experience with databases (MS Access, MySQL, etc.).
4. Experience (volunteer or paid) working with nonprofit organizations.
5. Web and print publishing skills (Adobe Creative Suite or equivalent).

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$1,036.00 monthly living stipend..
2. 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, 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.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.

Transportation Information:

1. Project site is not accessible by public transportation.
2. Personal vehicle is recommended to get to service site.

Application Deadline: Will occur as qualified applications are received.

Interviews: On-going until filled.

Service Dates: January 12, 2009 - November 20, 2009

NWSA Center: Mt. Adams Center

Type of position: Individual Placement

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in one of the following two ways:

Online at the AmeriCorps website **AmeriCorps Application** www.americorps.gov/Default.asp

If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy**.

-Select the position listing and click "Apply Now" at the bottom of the page.

OR

Download application materials from the **How to Apply** <https://nwserviceacademy.org/apply.cfm> page of our website and submit them to Stephanie Ludlow:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

Step 2 - Send resume and cover letter to [Stephanie Ludlow](#) at stephanie.ludlow@esd112.org.

Questions? Contact [Stephanie Ludlow](#) at 509-395-3465.