



## **AmeriCorps Position Description**

**Position Title:** Neighborhood Outreach Coordinator

**Project Sponsor:** Friends of Trees <http://www.friendsoftrees.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](http://www.nwserviceacademy.org)

**Project Locations:** Friends of Trees, 3117 NE MLK Jr Blvd, Portland OR 97212; Gresham City Hall, 1333 NW Eastman Pkwy, Gresham, OR 97030.

**Position Summary:** The Neighborhood Outreach Coordinator (NOC) will work to expand outreach efforts in targeted neighborhoods and to coordinate neighborhood tree planting projects in those neighborhoods. The NOC will help develop an outreach strategy to inspire and engage local residents in a community tree planting effort while educating residents about the benefits of trees. The ultimate goal will be to coordinate a neighborhood tree planting project in targeted low canopy neighborhoods. The NOC's work plan would be devoted as followed: 60% outreach; 40% tree planting coordination.

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

- Conduct outreach to targeted neighborhoods (give presentations to neighborhood association meetings, include articles in neighborhood newsletters, distribute flyers, canvass, etc.).
- Communicate with individual property owners regarding tree planting.
- Maintain planting project-related files and submit information to Friends of Trees and Gresham Urban Forestry staff by established deadlines.
- Work with Friends of Trees' volunteer neighborhood coordinators to coordinate efforts.
- Recruit and coordinate volunteers and youth to assist with tree planting projects.
- Communicate regularly with Urban Forestry staff and Friends of Trees staff and volunteers.
- Provide necessary maintenance at tree planting sites, including watering.
- Input newly-planted trees into Neighborhood Trees database and monitor trees.
- Support Neighborhood Trees program staff in organization of weekly plantings.
- Complete other project-related tasks as necessary.
- 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:**

- Ability to drive a large vehicle such as a 26 foot box truck and/or four-wheel drive vehicles with trailers (training provided).
- Valid driver's license, clean driving record and ability to provide documentation.
- Available for occasional evening meetings and many Saturday morning events.

- Able to communicate (in person or via telephone and email) in a professional manner with diverse individuals and audiences, including staff, project partners, volunteers, individual property owners, neighborhood association leaders, and others.
- Confident and engaging public speaker.
- Be organized and maintain detailed records to be submitted by established deadlines.
- Have a passion for urban trees and tree planting.
- Able to recruit and lead community volunteers.
- Proficiency with Microsoft Office (Outlook, Excel, Word, and PowerPoint) and have the ability to learn new computer applications.
- Able to plant trees, including lifting and moving large-caliper trees with heavy root balls.
- Safely use standard tools, such as shovels, loppers, etc.
- 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:**

- Strong interest in community outreach and organizing.
- Be cooperative and enjoy working toward common goals as part of a team.
- Educational background or experience in natural resources, botany, ecology, urban forestry, environmental education or related field.
- Familiarity with tree species and their identification and characteristics.
- Some experience with ArcGIS.
- Spanish, Russian, or Mandarin language skills.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- 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:**

- Organizational vehicle is available for service activities.
- Member is covered by organization's vehicle insurance policy.
- Bus tickets are available for service activities and will be provided by the project sponsor.

---

**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 – Whitney Dorer at [whitneyd@friendsoftrees.org](mailto:whitneyd@friendsoftrees.org). 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: Whitney Dorer, [whitneyd@friendsoftrees.org](mailto:whitneyd@friendsoftrees.org) 503-282-8846 x21.

**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)

AN EQUAL OPPORTUNITY EMPLOYER