



## **AmeriCorps Position Description**

**Position Title:** Sustainable Purchasing Coordinator

**Project Sponsor:** Multnomah County Central Procurement and Contract Administration (CPCA)  
[www.multcopurch.org](http://www.multcopurch.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 Location:** 501 SE Hawthorne Blvd. Suite 400, Portland, OR 97214

**Position Summary:** Multnomah County, headquartered in Portland, Oregon, is a local government leader in promoting sustainability, and purchased close to \$50 million worth of materials last year. This position will complete several projects which support the purchasing infrastructure that enables Buyers in the County—and in other public agencies in the Portland area—make purchases that support our sustainability goals. These projects support the following key goals:

- Develop and update educational tools for employees and vendors including but not limited to web tools, web content, surveys, checklists, resource sheets, etc. (20%)
- Promote opportunities for sustainable purchasing in the community and among local vendors, as well as establishing reporting mechanisms. (20%)
- Develop and implement the County's purchasing sustainability infrastructure and build upon existing policies and recommendations. (40%)

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

- Coordinate with purchasing staff in Multnomah County and throughout the region to design and implement an email group focused on sustainable purchasing.
- Develop web content for vendors.
- Research best practices and policies, recommend improvements to or new policies, and implement purchasing performance measures.
- Assist with sustainability input on selected formal procurements
- Educate employees and vendors on purchasing sustainability topics and best practices.
- 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:**

- Understanding of how basic sustainability concepts apply to the purchasing activities of a large organization.
- Travel to county worksites throughout Portland and Multnomah County.
- Communicate and interact in a positive, professional manner with County employees.
- Strong organizational and interpersonal skills and ability to serve as part of a team.
- Ability to work on several projects at the same time.

- 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:**

- Comfortable working with a wide range of individuals
- Some experience tracking information and results
- Some experience researching topics and/or policies
- The ability to work autonomously and collaboratively within groups

**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:**

- Project site is accessible by public transportation.
- Upon approval of driving privileges, member will have access to a County vehicle.

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**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 – [Sophia Cavalli](mailto:Sophia.Cavalli@co.multnomah.or.us) at [Sophia.Cavalli@co.multnomah.or.us](mailto:Sophia.Cavalli@co.multnomah.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](mailto:Sherrie.Jackson@esd112.org) 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: Sophia Cavalli [sophia.cavalli@co.multnomah.or.us](mailto:sophia.cavalli@co.multnomah.or.us) or 503-988-5111 x26106

**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)

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