



AmeriCorps Position Description

Position Title: Resource Conservation Coordinator

Project Sponsor: Portland Public Schools <http://www.pps.k12.or.us>

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: 501 N Dixon, Portland, OR This is the Blanchard Education Service Center (Portland Public Schools administration building) but service area will be city-wide at all PPS schools.

Position Summary: This position will re-energize students in the school district to save resources through behavior change, thereby underscoring a conservation ethic in the school communities, reducing the environmental footprint of the district and saving money for the district. The focus will be on stepping up our efforts to reduce our volume of solid waste, increase our volume of reuse and recycling and reduce our use of water. Time commitment breaks down approximately like this: Classroom presentations and efficiency activities 30%, coordination of events 25%, record keeping 15%, web page, newsletter, 20%, other duties 10%.

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

- Conduct waste audits and make classroom presentations about resource conservation.
- Help schools apply for and upgrade their Oregon Green School certification, provide data & feedback
- Coordinate Fork It Over (the food donation program) and Great Locker Clean Out (district-wide)
- Coordinate permanent ware tray and silverware pilot project and expand where appropriate
- Assist with documentation of stormwater facilities
- Work with Energy Coordinator on resource efficiency projects
- Co-coordinate Recycling Coordinator meetings (2 or 3)
- Co-produce Save It newsletter (2 or 3 issues) and update web pages regularly
- Promote other resource conservation efforts as appropriate including supporting green team efforts at the administration building
- Keep accurate and detailed records of activities and outcomes
- Perform general office duties related to the position including computer work using Word, Excel, database software and web page software
- Participate in regional networking and professional development opportunities
- 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:

- Must be an independent, self-motivated, creative, resourceful, organized, environmentally committed person who is willing to ask questions and seek answers.
- Desire to work in a large organization, and work with and give presentations to various audiences about resource conservation.
- Excellent organizational, record keeping, time management skills and communication skills.

- Competence with Microsoft Word, Excel, and database management.
- Ability to be flexible, to handle multiple projects simultaneously, and to meet timelines.
- Cooperative, enthusiastic manner and ability to work as a member of a fun-loving, professional team.
- 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 background in waste reduction, resource conservation and/or stormwater management desirable, not required
- Some experience working with children desirable, not required
- Interest in working with various audiences in a large organization to promote sustainable practices

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:

- Personal car required; mileage reimbursed.
- Expect to be able to provide annual transit pass..

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 – Nancy Bond, nbond@pps.k12.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.

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** - These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

Questions about the position? Contact: Nancy Bond, nbond@pps.k12.or.us or 503-916-2000 ext 74279

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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