



## **AmeriCorps Position Description**

**Position Title:** Energy Conservation Outreach Specialist

**Project Sponsor:** Portland State University Office of Sustainability <http://www.ecowiki.pdx.edu/>

**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:** Portland State University Campus in downtown Portland. Office location: 1600 SW 4<sup>th</sup> Ave (at Market St.)

**Position Summary:** The Energy Conservation Outreach Specialist will serve as the energy conservation outreach point person at PSU, creating web-based and printed materials, speaking to classes & departments, compiling a monthly e-bulletin (60%); implementing an energy conservation competition in fall 2009, Spring 2010, and planning the competition for fall 2010 (40%).

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

- Create web content, fliers, brochures and other outreach materials.
- Enhance energy website and post to the sustainability blog 2-3 times per week.
- Work with Facilities & Housing personnel to implement an energy conservation competition, and enhance consumption feedback/reporting mechanisms throughout the year.
- Work with students to design marketing & promotional materials, enhance & implement a Facebook strategy for the competition.
- Recruit volunteers to serve as energy conservation champions for their floors, departments.
- Compile monthly e-bulletins.
- Speak to one class or green team about energy conservation each week. Table at events.
- Celebrate success of volunteers at the end of the academic year.
- 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 pin or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

- Strong oral, written & graphic communication skills.
- Ability to create attractive and effective fliers & web content.
- Strong interpersonal skills with a keen fascination for organizational change & social marketing.
- Ability to work with diverse groups of people with various levels of commitment to conservation.
- Ability to work with office staff, technical staff, and students.
- Project planning and management skills.
- 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:**

- Experience with resource conservation in a campus environment.
- Experience running campaigns using community-based social marketing.
- Experience with utility tracking/energy management.
- Experience with multicultural outreach & communication.

**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
- Access to all PSU Library holdings.

**Transportation Information:**

- PSU is centrally-located and is served by several bus lines, the street car, and the light rail MAX line. <http://www.trimet.org/>

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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 – Noelle Studer-Spevak at [studern@pdx.edu](mailto:studern@pdx.edu). 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 Noelle Studer-Spevak, [studern@pdx.edu](mailto:studern@pdx.edu), 503-725-8945

**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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