



AmeriCorps Position Description

Position Title: Renewable Energy & Sustainability Coordinator

Project Sponsor: Clackamas Community College <http://www.clackamas.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

Project Location: Oregon City, Oregon

Position Summary: Clackamas Community College was recently awarded a number of grants to support the college's plan to shift toward renewable energy and to supplement and support the growing curriculum demand in the area of sustainable energy solutions. This will be a multi-phased position that will work with multiple campus departments and staff to define and accomplish identified goals.

This position will support the college and divisional goals for the coming year through the development and implementation of a comprehensive plan for a Renewable Energy and Sustainability Resource Center (RESC); a hands-on field lab that will serve as a demonstration site and learning lab for the community and students; development of targeted curriculum and training to support the Renewable Energy Technology program.

Essential Functions (to include, but not limited to):

- Work with the CCC administrative, faculty and support staff to develop and implement a comprehensive plan (immediate and long-term) for a Renewable Energy and Sustainability Resource Center (RESC).
- Work with the grant manager to design and implement an RESC to include a hands-on field lab to serve as a demonstration site and learning lab for the community and students and website to serve as a clearinghouse of information for the community, business and industry, students and educators on sustainability issues and resources, training opportunities, "green building" construction, "green" product information, incentive programs.
- Work with college staff to identify appropriate strategies, technologies and energy system vendors to accomplish the college's plan for a hands-on field lab that will serve as a demonstration site and learning lab for the community and students. Coordinate with college departments and oversee the construction and procurement of equipment and services necessary to construct an outdoor field lab.
- Work with CCC division staff and industry experts to develop targeted curriculum and training to support the needs identified by the Renewable Energy Technology program and Customized Training and development division.
- Contribute to sustainability education and encourage personal ownership of energy conservation through curriculum development, classroom lecture and field studies.
- Assist college staff and partners in the research, planning and delivery of a community outreach event to inform and educate the public about sustainability issues and opportunities, including a resource "fair" to learn about new "green" products and incentive programs.
- Coordinate with the college Career Technical Education and Student Services divisions to ensure the continued data-management of the college green-house gas inventory.
- Serve as an active member of the Clackamas Community College Sustainability Committee and contribute to division updates and reports, assist in identifying needs and developing programs and activities to support coordination and information sharing between partners.
- Join with CCC campus students and staff in furthering the development and implementation of campus and community efforts to elevate the understanding of the principles of sustainability.

Position Requirements:

- Knowledge and experience in the renewable energy and sustainability fields.

- Willingness and ability to work in an office and outdoor environment and a flexible schedule (possibility of an occasional evening/weekends)
- Willingness and strong interest in working in an educational environment, with administrators, teachers and students.
- Willingness and interest in working with agencies, business and industry.
- Website development skills (or a willingness to learn and apply website development tools) and ability to work with a team to develop.
- Good communication skills with all age groups.
- Self-motivated, creative, and inspired to develop new methods for reaching targeted audiences.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Personal vehicle is required for service activities and mileage reimbursement is provided.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full 11 month term of service for which you are applying.
- 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:

- Background in the environment, environmental education and outreach, resource conservation, renewable energy technologies, alternative building methods and technology. Respect for the environment and a desire to inspire others.
- Experience with curriculum and/or training materials development.
- Workshop, festival, and event planning and implementation.
- Experience working with children and adults in an outdoors or classroom environment.
- Excellent research and writing skills.
- Experience with word processing, spreadsheet, and database management software (preferably Microsoft Word, Excel and Publisher, Power Point and/or Adobe Pagemaker, Tableau).
- Other useful skills, knowledge, and experience: working in an office environment, program development, website development, marketing and promotion, and volunteer supervision.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,250).
- Training fund of up to \$500.
- Upon successful completion of a term of service, eligible members 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.
- 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.

Transportation Information:

- Project site is accessible by public transportation, however, personal vehicle is required.

Application Deadline: August 16, 2010

Interviews: August 17 – 18, 2010

Service Dates: On site by August 31, 2010

NWSA Center: Lower Columbia Center

Type of position: Professional Placement (P2)

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to Carrie Kraten at ckraten@clackamas.edu- No phone calls or visits please:

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

Step 2 - Complete your application to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Rob Loucks](#) via email, 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 to our office with an original signature.

Step 3 – Interviews

If selected for an interview, you will first be interviewed by the sponsoring organization ([City of Gresham](#)). If you are selected as a top candidate for the position you will then have a second interview with Northwest Service Academy staff.

For questions about the position	For general questions about P2, AmeriCorps, or Northwest Service Academy
Carrie Kraten ckraten@clackamas.edu	Rob Loucks Professional Placement Coordinator NWSA Lower Columbia Center 55 SE Main Street, Portland, OR 97214 503-234-2383 ext 118 fax 503-232-0166 rob.loucks@esd112.org www.p2professional.org/blog/ www.nwserviceacademy.org

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