



AmeriCorps Position Description

Position Title: Restoration Coordinator

Project Sponsor: Three Rivers Land Conservancy <http://www.trlc.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

Project Location: 1675 South Shore Blvd., Lake Oswego, OR 97035 (with field work at various locations throughout the greater Portland Metro area).

Position Summary: The Restoration Coordinator will: coordinate restoration and monitoring on Three Rivers conserved properties; collect, analyze and display ecological monitoring data; and facilitate communication with conservation landowners, project partners and volunteers.

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

- Assist in monitoring of conservation easements and restoration sites in the Three Rivers' service area and record and display monitoring data in photo archives, database and GIS/GPS mapping programs (including WIMS).
- Develop and/or implement restoration plan(s) for land protected in the Three Rivers' portfolio.
- Help recruit volunteers and partner agencies/organizations to assist in ecological restoration/research.
- Oversee and serve with volunteers and contract crews in invasive plant removal and track and report volunteer/partner hours, contributions and acres treated.
- Map and evaluate invasive plant infestations and set up and conduct ecological monitoring at restoration sites.
- Proper and safe use of hand and power tools, including maintenance and upkeep of tool storage, work space and restoration tools/equipment.
- Learn and implement mechanical and/or chemical treatment methods of invasive plant control and associated plant identification as well as proper planting, restoration and monitoring techniques.
- Actively participate in TRLC team projects, staff meetings, retreats and activities.
- Serve on various resource conservation projects, including trail maintenance and construction.
- 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:

- Experience and/or education in botany, biology, ecological restoration and/or research.

- Familiarity with and/or ability to learn computer programs for gathering and displaying data and skills in electronic communications, such as email, Word, Excel and GIS software.
- Ability to get along with others, respecting diverse opinions and viewpoints, serving effectively within a team.
- Physical ability to travel up to five miles per day on uneven terrain and lift up to 40 pounds.
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.) and harvest native materials for construction or planting projects.
- Communicate and interact in a positive, professional manner with various populations, such as: project partners, colleagues, community volunteers, scientists, and landowners.
- Commitment to the goals and mission of Three Rivers Land Conservancy.
- 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 in database management and/or gathering/displaying data in GIS/GPS.
- Knowledge of Pacific Northwest ecology, plants and animals.
- Experience with invasive species removal.
- Experience writing restoration plans.
- Interest in serving in ecological restoration and stewardship in future.

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 vehicle required—mileage reimbursed

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 – [Laura O'Leary](mailto:loleary@trlc.org) at loleary@trlc.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.

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? – Laura O’Leary, Stewardship Director, lOLEARY@trlc.org or 503-699-9825.

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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