



AmeriCorps Position Description

Position Title: Verde Coordinator

Project Sponsor: Verde <http://www.verdenw.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: Portland, Oregon

Position Summary: Verde is a nonprofit, tax-exempt organization that connects low-income people and people of color with the economic benefits of protecting the environment, and builds environmental wealth in low-income communities. Verde is experiencing rapid growth, and needs to build its organizational capacity to manage its social enterprise and outreach-advocacy activities.

The Coordinator works with the Verde Landscape Program Manager and an evaluation consultant to design implement and evaluate off-season classroom training for Verde Landscape Crew Members, including Landscape ESL, Computer Basics, OSHA Safety, Introduction to Financial Literacy, Directly Supervised Pesticide Trainee, and Individual Development Account basics. Additionally, the Verde Coordinator will be responsible for building the capacity of Verde's volunteer program through collaboration with staff, Board members and Advisory Group members. The Verde Coordinator will (1) Design a program to recruit volunteers from diverse communities to serve as members on Verde's Board of Directors, (2) Collaborate with Verde's different Advisory Groups to build individual group capacity and ensure sustainability of programming; (e.g. Work with each Advisory Group to help develop budget and evaluation information needs, in order to establish and monitor current and future progress. Work with each Advisory Group to establish a regular meeting schedule.)

Approximately 40% of the member's time is spent supporting the Advisory Groups, 20% spent on Verde Landscape Classroom Training, 20% spent supporting the Board of Directors, and 20% on Verde project follow up.

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

- Work in collaboration with individual Board members on ongoing Board development projects
- Develop systems and infrastructure for Advisory Groups
- Organize and facilitate Board and Advisory Group meetings
- Perform necessary follow-up activities as related to Board and Advisory Group meetings
- Assist Verde Landscape Program Manager to design, implement, and evaluate off-season classroom training for Verde Landscape Crew Members
- Work in collaboration with Executive Director on Verde projects follow up activities.

Position Requirements:

- *Ability to work from off-site locations using laptop with wireless and with other mobile technology*
- Experience working in a multi-cultural setting
- Ability to take instructions and give instruction
- Computer skills (Windows, Word, Excel, Explorer/Firefox, Mobile technology)
- Basic management skills including time management, scheduling and communication (written and verbal).
- U.S. citizen, national or lawful permanent resident.

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 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 and reporting.
- 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:

- Verbally bilingual (Spanish, English)
- Self-directed
- Ability to think creatively

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.

Application Deadline: August 13, 2010

Interviews: August 16-20, 2010

Service Dates: August 30, 2010 – July 28, 2011

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 Alan Hipolito at alan@verdenw.org- 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
Alan Hipólito alan@verdenw.org	Margi Guilfoyle Professional Placement Coordinator NWSA Lower Columbia Center 55 SE Main Street, Portland, OR 97214 503-234-2383 ext 118 fax 503-232-0166 margi.guilfoyle@esd112.org www.p2professional.org/blog/ www.nwserviceacademy.org

AN EQUAL OPPORTUNITY EMPLOYER