

POSITION DESCRIPTION

CONFLUENCE AMERICORPS PROGRAM

The Confluence AmeriCorps program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. We offer life changing service opportunities that engage Members at the intersection of environmentalism and social justice while promoting individual leadership and development. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and engaging in professional and leadership development opportunities, alongside a 22 Member cohort (20%).

DATES OF SERVICE

September 5, 2018 – July 26, 2019 (11 months – 1700 hours)

PROJECT PARTNER

Washington County Solid Waste & Recycling
<https://www.co.washington.or.us/HHS/SWR/>



POSITION TITLE

Waste Reduction Outreach Specialist

POSITION SUMMARY

This position is a partnership between Confluence Environmental Center, AmeriCorps Program and Washington County Solid Waste & Recycling, and will build on the successes of previous AmeriCorps Members. Member will focus on:

- Encouraging Washington County community members to waste less food at home. As part of the Eat Smart, Waste Less campaign, the Member will educate community members about wasted food prevention through a series of tactics including, but not limited to: event tabling at farmers markets and other community events, door-to-door canvassing in multifamily communities, movie viewing events and presentations to community groups. (40%)
- Encouraging community members to prevent waste and recycle at home. The Member will contact and offer technical assistance to multifamily property managers and provide assistance to multifamily communities upon request. Assistance will include delivering educational materials; providing direct education through community presentations, door-to-door outreach and event tabling. The Member will recruit Master Recycler volunteers to help with outreach and education efforts. (40%)
- Participating in Confluence led leadership development activities which include: Leadership Development Program, Change Agent Project, team meetings, National Service events and other self-directed development opportunities (20%).

ESSENTIAL FUNCTIONS (to include, but not limited to):

- Develop and implement an outreach and assistance strategy for multifamily property managers.
- Develop relationships with program partners such as property managers and community groups.
- Coordinate events such as movie-viewings, discussion groups, or other waste-related education activities.
- Provide direct public information to community members through presentations and door-to-door outreach and at events.
- Identify and communicate material, information, and resource needs required to perform duties as outlined in the project.
- Manage materials inventory related to outreach and assistance including, but not limited to, brochures, bags and signs.

- Prepare and distribute education materials related to projects.
- Recruit, train and coordinate volunteers for waste reduction outreach activities.
- Collect and enter data related to outreach and education projects in Word, Excel, hard copy forms, or an alternate database.
- Complete and submit all necessary paperwork and reports in a timely manner; abide by program policies; attend and complete all training and service requirements.

POSITION REQUIREMENTS

- Knowledge of public education methods and techniques including public speaking.
- Possess excellent communication skills and be able to take on supervised coordination of assigned tasks.
- Highly motivated with a strong commitment to sustainability.
- Experience with diverse populations.
- Ability to manage volunteers.
- Proficiency with Microsoft Word, PowerPoint and Excel.
- Possession of a driver's license valid in the State of Oregon and an acceptable driving record.
- Position requires a significant amount of walking and the ability to lift up to 30 lbs.
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- AmeriCorps Members must be: 18 years of age or older; U.S. citizen, national or lawful permanent resident; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check.

PREFERRED QUALIFICATIONS

- Ability to communicate orally and in writing in both English (advanced) and Spanish (intermediate).
- Possession of a 2- or a 4-year college degree with some education/training in communication, public relations, education, environmental studies or related fields.

MEMBER BENEFITS INCLUDE

- \$13,732 living allowance paid over the 11-month term of service (approx. \$1,245 monthly, before taxes).
- \$5,920 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- \$100 Training Fund
- Professional Leadership Certificate, Trainings and Networking opportunities.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).

PROJECT LOCATION & TRANSPORTATION INFORMATION

- 20665 SW Blanton Street, Aloha, OR 97007
- Various locations throughout Washington County, Oregon
- Member will have access to County vehicles.
- Member will be eligible for mileage reimbursement from the County for use of Member's personal vehicle as agreed upon by County staff.
- Member may be provided a TriMet public transportation pass.

EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. We are committed to a diverse workplace, and to supporting our Members and staff with ongoing career development opportunities. Confluence is an AA/EEO employer.

Confluence provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

HOW TO APPLY

STEP 1: Apply to Project Supervisor: *(Conducts first round interviews and recommends top candidates to Confluence)*

Email the following items to Thomas Egleston at thomas_egleston@co.washington.or.us and/or call at 503-846-3665:

- **Résumé**
- **Cover letter (1 page)**
- **Contact information for three references (name, title, relationship, email & phone)**

STEP 2: Apply to Confluence:

- **Complete [AmeriCorps Application](#)** *(Should be completed by July 15, 2018)*
- **Confluence interviews** and offers positions throughout August 2018.

QUESTIONS ABOUT AMERICORPS? CONTACT:

Sherrie Jackson

Operations Coordinator | Confluence Environmental Center, AmeriCorps Program

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