



Confluence Environmental Center

Position Description

Confluence Environmental Center: A new initiative in the Portland region. Our focus is building environmental leadership and being a catalyst that helps bring about a healthy and equitable environment for the region. CEC is a program of Palouse-Clearwater Environmental Institute (PCEI).

Position Title: Outreach Communications **Specialist**

Project Sponsor: Oregon Environmental Council

Position Summary: In Partnership with the Confluence Environmental Center (CEC), The AmeriCorps member will conduct outreach to low-income people in Oregon to explore how Oregon Environmental Council's programs and strategies can better engage and serve the needs of these communities.

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

- Outreach to groups in low-income communities
- Enlist and supervise volunteers for outreach
- Lead group discussions
- Develop new written or multi-media environmental outreach materials
- Distribute outreach materials at community events
- Attend weekly staff meetings and weekly supervisor check-in meetings
- Complete and submit all necessary CEC/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all CEC/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear CEC uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- Excellent people-skills and a desire to work with people in their communities
- Good writing skills in an easy-to-understand manner
- Experience working with volunteers or leading group projects
- Active participant in a local community organization (or familiarity with a local community)
- Self-motivated leader
- Able to serve with diverse populations.
- 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 CEC 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:

- Familiarity with Oregon culture and diversity of Oregon communities
- Knowledge of social justice and economic justice issues
- Language skills in addition to English
- Knowledge of health, nutrition or environmental issues
- Communications or conflict resolution or grassroots training

Member Benefits Include:

- A taxable, monthly living allowance (\$12,100 paid over the term of service).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,550. 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.

Project Location: Oregon Environmental Council, 222 NW Davis, Suite 309 Portland, OR 97214

Transportation Information:

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.

Dates of Service: September 7, 2011 – July 27, 2012 (1700 hours - 11-months).

How to apply:

1. **Apply to Sponsor:** Email the following items to Jen Coleman, Outreach Director jenc@oeconline.org 503-222-1963 x105
 - **résumé**
 - **cover letter**
 - **contact information for three references**
2. **Apply to CEC:** Application materials can be completed online at the [AmeriCorps website](#) and submitted to a CEC position. A complete Member application includes the following:
 - **AmeriCorps Application**
 - **Two Written References** – These are included in the AmeriCorps online application.
3. **Interview:** The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Confluence Environmental Center.

General questions about AmeriCorps, CEC or our recruitment process? Contact: Sherrie Jackson, Confluence Environmental Center - Program Assistant; sherrie.l.jackson@gmail.com

AN EQUAL OPPORTUNITY EMPLOYER