



# Confluence Environmental Center

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## **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.

**Position Title:** Sustainable Multifamily Community Project Coordinator

**Project Sponsor:** Clackamas County's Office of Sustainability

**Position Summary:** In Partnership with the Confluence Environmental Center (CEC), Clackamas County is seeking a Sustainable Multifamily Community Project coordinator to serve in the Office of Sustainability located in Oregon City. The primary duties will be to encourage multifamily communities to participate in waste and energy reduction programs through direct educational outreach.

Clackamas County's Office of Sustainability is committed to using, developing and protecting resources in a manner which enables people to meet their current needs as well as those of future generations.

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

- Implement programs designed to move property managers and residents from knowledge to action.
- Distribute educational materials/promotional materials to property managers and residents.
- Work with communities to develop waste and energy reduction strategies.
- Work with the schools outreach coordinator to develop outreach materials and methods for reaching youth living in multifamily communities.
- Communicate with representatives of Energy Trust, PGE, and franchised solid waste collection companies.
- Coordinate groups of volunteers such as Master Recycler and Energy Stewards to do direct educational outreach in multifamily communities.
- Staff community events and deliver presentations engaging citizens on issues of sustainability.
- Track outreach and actions taken in a manner that will meet regional and federal reporting requirements.
- Promote successful case studies to communities not currently engaged in waste and energy reduction programs.
- Provide direct outreach to low income communities in Clackamas County.
- 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:**

- Communicate effectively both orally and in writing.
- Deliver excellent customer service in a timely manner.
- Attend Energy Steward classes in September and October (Wednesday evenings)
- Effectively use word processing, spreadsheet, presentation and database software.
- Ability to analyze and evaluate complex problems and devise solutions.
- Ability to prepare and deliver oral presentations.
- Must have valid driver's license, clean driving record and ability to provide documentation.
- 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:**

- Knowledge of sustainability, in particular solid waste and waste reduction, and energy efficiency methods, programs and activities.
- Ability to speak Spanish is a plus, but not required.
- Community organizing experience.
- Experience working with diverse communities.

**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:** 150 Beaver Creek Rd, Oregon City, OR

**Transportation Information:**

- Personal vehicle is recommended to get to service site.
- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 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 by Friday July 29th – *Rosalynn Greene 503-742-4465*  
[rgreene@co.clackamas.or.us](mailto:rgreene@co.clackamas.or.us)
  - **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](mailto:sherrie.l.jackson@gmail.com)

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