



AmeriCorps Position Description

Position Title: Sustainability Specialist

Project Sponsor: Clark County Solid Waste Program <http://www.co.clark.wa.us/recycle/>

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: Clark County Public Service Sector, [1300 Franklin Street](#), Vancouver, WA 98660

Position Summary: The member will be: participating in the Sustainable Communities project (20%); developing outreach and program materials (15%); engaging community members (30%); conducting research and collecting data on sustainable practices (30%); and administering the Commute Trip Reduction Program (20%).

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

- Conducting educational campaigns and tracking participation.
- Data collection including: tracking Greenhouse Gases using the climate registry protocol, annual purchasing reports, utility usage.
- 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:

- Ability to organize projects, prioritize tasks and work independently.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Strong organizational and interpersonal communication skills.
- Desire to serve with people to promote sustainability, environmental stewardship and an ethic of service.
- An independent, self-motivated, creative and resourceful individual who enjoys serving with diverse groups of people.
- 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:

- Previous experience with a sustainability program.
- Interest and/or background in science or environmental education. Respect for the environment and a desire to inspire this in others.
- Workshop and event planning and implementation.
- Excellent research and writing skills.
- Ability to work independently.
- Creativity and desire to communicate messages using various methods.
- Willingness to learn new skills and have new experiences.

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:

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Monthly/annual transit passes are available for service activities and will be provided by the project sponsor.

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 – Peter DuBois at pete.dubois@clark.wa.gov. 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? Contact: Peter DuBois at 360-397-6118 ext 4961 or pete.dubois@clark.wa.gov

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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