



AmeriCorps Position Description

Position Title: Community Forestry Coordinator

Project Sponsor: City of Lake Oswego www.ci.oswego.or.us

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: Lake Oswego City Hall, 380 A Ave., Lake Oswego

Position Summary: Urban forests provide many important benefits, from stormwater treatment to a connection to place. However, the urban forest is invisible to many residents. The Community Forestry Coordinator will be responsible for increasing community awareness about the presence and value of the community forest, and educating people about the specific skills (pruning, planting) required for good forest stewardship. The Coordinator's main projects in 2010 will be: coordinating an installation artwork or exhibition that draws attention to the community forest and engages community members in its design and execution, in coordination with the City's Centennial Celebration—Centennial Tree Project (40% time); organizing education and service workshops that teach specific skills (40% time); organizing Arbor Week celebration including a Heritage Tree Dedication ceremony and a service day (20% time).

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

- Conduct outreach through schools and community groups to engage a diverse group of volunteer participants in the Centennial Tree Protect
- Collaborate with the volunteer group to develop an installation / exhibition that is constructible and engaging
- Organize the publicity and logistics for a series of community education workshops
- Speak to other community groups about the value of the urban forest and proper tree care (e.g. commercial associations, garden clubs)
- Coordinate and publicize Arbor Week events
- Solicit and review Heritage Tree nominations
- Recognize tree species and assess tree health (training provided)
- 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:

- Work with project supervisor to develop project timelines and milestones
- Organized with time and information
- Present the City in a professional manner when interacting with the general public
- Track workshop registrations and volunteer participation in events
- Work collaboratively with a diverse volunteer pool
- Communicate clearly with supervisor about challenges, interests, and needs

- Strong writing skills
- Passion for the environment and ability to communicate that to others
- 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:

- Education or experience in a field of creative endeavor such as photography, visual art, design; enjoy “tinkering,” or “making stuff.”
- Education or experience in ecology/natural sciences
- Comfortable with public speaking or willingness to practice

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- 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.
- Excellent work environment, staff and community members interested and supportive of member project
- A quarter-share in the City’s CSA Farm, if desired

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 – **Jonna Papaefthimiou** at jonna_p@ci.oswego.or.us. 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: Jonna Papaefthimiou at jonna_p@ci.oswego.or.us or 503-675-3990

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

AN EQUAL OPPORTUNITY EMPLOYER