



AmeriCorps Position Description

Position Title: Sustainability Outreach Specialist

Project Sponsor: City of Lake Oswego, OR. www.ci.oswego.or.us (Sustainability link on right side)

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: 380 A Ave., Lake Oswego, OR 97034

Position Summary: The Sustainability Outreach Specialist will focus on the following key program goals, listed in order of priority:

1. Planning for and implementing outreach activities related to the second annual Sustainability Action Month (SAM). SAM, held in May 2009, was the first annual large community awareness-building event kicking-off the City Sustainability Advisory Board's community outreach initiatives. SAM 2009 focused on water and energy conservation, with the primary goal of increasing community awareness of the connection between water and energy use. SAM 2010 will build on the efforts of SAM 2009 and may include the addition of a community "challenge" or pilot project element focused on water and energy conservation. (40% of time).
2. Conducting a baseline greenhouse gas (GHG) emission inventory for city operations and, potentially, the community. (20% of time)
3. Assisting with the development and delivery of public outreach and training materials, including presentations to educate and engage targeted community organizations, the general public, and City staff around the issues of climate change and energy uncertainty. (20 % of time)

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

- Conduct outreach activities to encourage individuals and organizations to promote, as well as identify and eliminate barriers to, sustainable behaviors, such as resource conservation, energy efficiency, transportation, waste reduction, and water efficiency.
- Coordinate and promote monthly staff brown bags on sustainability and climate change.
- Organize and conduct outreach at three established community recycling events (i.e. two Community Shred Days and one block foam recycling event).
- Conduct research on community engagement and social marketing strategies used in the development and implementation of sustainability/climate action plans and other related topics, as necessary.
- Attend staff meetings, Sustainability Advisory Board meetings, and SAM working group meetings
- Schedule and make presentations at neighborhood association, community, and business group meetings.
- Conduct general office duties related to position (mailings, filing, e-mail, phone call reminders).
- Complete timesheets and other paperwork, as required.
- 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:

- Travel to and attend meetings in the community and various parts of the region, on occasion. Requires valid driver's license, clean driving record and ability to provide documentation.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, and the general public.
- Serve occasional evenings and weekends.
- Strong organizational and interpersonal communication skills.
- Desire to serve with people to promote resource conservation and sustainable behaviors, and an ethic of service.
- A cooperative manner and the ability to serve as part of a team.
- A willingness to ask questions for clarification and job completion.
- A commitment to the goals of the City of Lake Oswego.
- 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:

- Bachelor's Degree in Planning, Environmental Studies, Community Development, Geography, or other related field.
- Experience developing and/or participating in community engagement and public outreach campaigns.
- Interest in or experience with community-based social marketing.
- Familiarity with the Portland region and community sustainability and planning for climate change desirable.

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.

Transportation Information:

- City of Lake Oswego vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
 - Project site is accessible by public transportation.
 - Bus tickets or monthly transit passes are available for service activities and will be provided by the project sponsor.
 - Participation in City-sponsored employee vanpool (with bike rack), depending on location of residence.
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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 – **Susan Millhauser** at smillhauser@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: Susan Millhauser at smillhauser@ci.oswego.or.us or 503-635-0291

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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