



AmeriCorps Position Description

Position Title: C.R.O.P.S. (Community Reaps Our Produce & Shares) Coordinator

Project Sponsor: Multnomah County District 2 www.comissionercogen.com

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.northwestserviceacademy.org

Project Location: 501 SE Hawthorne Blvd, Suite 600, Portland, Oregon

Position Summary: The CROPS Coordinator will organize the planting, maintenance and harvesting of an emergency food garden on an acre of surplus country property in partnership with the Oregon Food Bank and other community partners. The position will work with the County CROPS advisory board to ensure productive yields and sustainable practices.

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

- Plan and coordinate the day to day maintenance of the garden for summer and fall crops
- Partner and coordinate with Multnomah County's Adult Community Service Program
- Measure and track garden yield
- Demonstrate proper gardening techniques to volunteers
- Provide written status updates to District 2 and County Board
- Assist District 2 and Multnomah County Sustainability with other food related initiatives
- Ensure garden site is locked and secure after activity
- Ensure all activity at the garden complies with property rules and regulations

Position Requirements:

- Previous organic or sustainable farming or large scale gardening experience
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which you are applying.
- 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 work or demonstrated interest in food policy, food security or local food
- Computer literacy in Microsoft Programs (i.e. Word, Excel, Access, Outlook, and Publisher).
- High level of customer service with a variety of individuals.
- Possess strong organizational skills and attention to detail.
- Independent, self-motivated, cooperative person who can work in a team and individually.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,250).
- Training fund of up to \$500.
- Upon successful completion of a term of service, eligible members receive an education award of \$4,725. The education award can be used to repay qualified student loans, 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.

Transportation Information:

- Project site is accessible by public transportation
- County Fleet vehicle available as needed after required driving class

Application Deadline: May 21st, 2009.

Interviews: No set schedule. Open until filled.

Service Dates: June 2009-May 2010

NWSA Center: Lower Columbia Center

Type of position: Professional Placement (P2)

How to apply:

Step 1: Submit an interest letter and resume to Marissa Madrigal marissa.d.madrigal@co.multnomah.or.us No phone calls or visits please.

Step 2: Complete your application and send it to Margi Guilfoyle at margi@p2professional.org: (All application materials can be found on the "How to Apply" page of our website)

- **Application** – Complete the AmeriCorps Application. It may be submitted by mail, fax or email
- **Two Written References** – Please ask your recommenders to complete the NWSA Reference Form. It may be submitted by mail, fax or email.
- **Certification Form** – Print, sign and date the Certification Form. This document MUST be submitted by mail or in-person to our offices at 55 SE Main, Portland OR 97214.

Questions about the position? Contact: Marissa Madrigal marissa.d.madrigal@co.multnomah.or.us

General questions about P2, Northwest Service Academy, or AmeriCorps? Contact:

Margi Guilfoyle

Professional Placement Coordinator

NWSA Lower Columbia Center

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