



AmeriCorps Position Description

Position Title: Education and Communication Coordinator

Project Sponsor: Columbia Gorge Ecology Institute <http://www.gorgeecology.org/>

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: Hood River, Oregon

Position Summary: The Education and Communication Coordinator (ECC) will work closely with the CGEI Executive Director, staff, and AmeriCorps Interns, as well as collaborating with organizations and partners to coordinate the development of existing education, stewardship and science research programs, develop and launch communication efforts, and assist with habitat restoration efforts at the Snowden Wetlands. The ECC will collaborate with other CGEI staff to coordinate and implement place-based education initiatives including after-school programs, student led conservation research, and ecology-focused programming throughout the Columbia River Gorge. The ECC's communication efforts will include the creation of an organizational blog that continually reports to CGEI's constituents 'from the field' while also enhancing and expanding CGEI's use of social networking and email marketing.

The mission of the Columbia Gorge Ecology Institute (CGEI) is to provide life-long learning opportunities that foster a sense of wonder and community stewardship of the Columbia River Gorge.

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

- Coordinate environmental stewardship, research and educational programs including collaboration with staff, volunteer oversight, program development, and implementation.
- Assist in coordinating contractors and volunteers involved with Snowden Wetlands restoration and education efforts.
- Assist in coordinating citizen science research and monitoring activities at Snowden Wetlands and other regional sites in the Gorge.
- Serve as a co-leader in the design, implementation, and management of all CGEI's education, stewardship, citizen science research, and school programs.
- Develop and maintain on-line communication tools including blogs, social media, and email marketing to promote CGEI and its programs.
- Develop print materials for promoting CGEI and its programs.
- Assist Executive Director and other staff in coordinating trainings for staff and volunteers.
- Assist the Executive Director in developing and tracking program budgets, Complete appropriate program grant reports and proposals in a timely manner
- Maintain program files, in-kind tracking, contacts and other pertinent information.
- Secure and coordinate assistance from interns, board, Executive Director, volunteers and partners as needed for ensuring program success.
- Assist the Executive Director (as needed) in grant proposal research, writing and editing grant proposals for restoration, stewardship, and education programs.
- Build and maintain sound working relationships with community groups, project partners, and funders.
- Provide regular program reports to staff, board of directors and Programs committee.
- Attend monthly board meetings, advisory committee meetings, and staff meetings.
- 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 and exit interviews.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- At least two years professional experience in developing, administering, and/or implementing programs in place-based and/or environmental education; non-profit management and communications; and/or extensive experience in the field of environmental science education programs.
- A bachelor's degree in project and business management, environmental science, environmental education, education, or other related field.
- Demonstrated leadership ability.
- Project management, implementation and evaluation experience.
- Exhibited attention to detail.
- Excellent organizational skills.
- Ability to show initiative; work independently, and in a team setting.
- Demonstrated commitment to life-long learning, science education, and environmental stewardship of our communities.
- Reliable personal vehicle and driver's license for travel (reimbursable) in the Gorge-region.
- Must be available for occasional evening and weekend work associated with volunteer work parties and meetings.
- 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:

- A Master's degree in related field.
- Experience successfully writing grant proposals, preparing and managing project budgets.
- Professional experience coordinating volunteers.
- Experience and/or knowledge in sustainable building and construction.
- Experience teaching in classroom or outdoors.
- Spanish-speaking
- Positive attitude and ability to work with diverse groups of people and individuals.
- Knowledge of natural ecosystems of the Columbia River Gorge Region, habitat restoration techniques, volunteer management principles, and environmental education methods.

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.

- The member will also have the opportunity to work extensively with area natural resource consultants (who are on on-call contract with the City) as well as peers in neighboring jurisdictions.

Transportation Information:

- Members must have a valid driver's license.
- A shared pickup truck is available for use in traveling to and from meetings or programs as part of CGEI business. Use of this vehicle is covered by CGEI Insurance policy. This vehicle will not be available at all times, so it is preferred that they member has other reliable vehicle for transportation to use when needed
- All approved travel in member's personal vehicle will be reimbursed at the current mileage rate of \$.50/mile.

Application Deadline: August 6th 2010

Interviews: August 9-13th

Service Dates: August 31st 2010 – July 31st 2010

NWSA Center: Lower Columbia Center

Type of position: Professional Placement (P2)

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to Aaron Morehouse at programs@gorgeecology.org

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

Step 2 - Complete your application to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to Rob Loucks via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application **or** a form is available on our website.
- **Certification Form** - This document must be mailed to our office with an original signature.

Step 3 – Interviews

If selected for an interview, you will first be interviewed by the sponsoring organization (City of Gresham). If you are selected as a top candidate for the position you will then have a second interview with Northwest Service Academy staff.

For questions about the position	For general questions about P2, AmeriCorps, or Northwest Service Academy
Aaron Morehouse 541.387.2274 programs@gorgeecology.org	Rob Loucks Professional Placement Coordinator NWSA Lower Columbia Center 55 SE Main Street, Portland, OR 97214 503-234-2383 ext 118 fax 503-232-0166 rob.loucks@esd112.org www.p2professional.org/blog/ www.nwserviceacademy.org