



## **Position Description**

**Position Title:** Sustainability Specialist

**Project Sponsor:** Multnomah County Office of Sustainability ([www.multco.us/sustainability](http://www.multco.us/sustainability))

**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](http://www.nwserviceacademy.org)

**Project Location:** 501 SE Hawthorne Blvd, 4th Floor – Portland, OR 97214

**Position Summary:** [The Portland/Multnomah Climate Action Plan](#) (CAP) is a comprehensive framework for mitigating climate change by reducing carbon emissions and preparing the most vulnerable in the community for the impacts of climate change in Multnomah County. The Sustainability Specialist will play an important role in the implementation of the CAP by supporting the county as it moves forward on CAP priority actions including working with regional partners on a community engagement campaign. This position is an excellent opportunity to make a lasting contribution to regional climate change policy and to learn how to become an effective agent of change in an organization and the community.

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

- Support the Office of Sustainability in the implementation of the Climate Action Plan (CAP)
- Serve with individual county departments and staff to develop and implement CAP workplans
- Develop and present training and marketing tools to engage county staff and the community on climate change
- Research and present best practices for implementing department specific CAP actions
- Serve with the County Health Department to support development of climate change adaptation plan
- Assist in the creation of annual CAP progress report and present report to stakeholder groups
- Work with County Sustainability Liaisons to support an employee alternative transportation campaign
- Support the development of county greenhouse gas emissions reporting mechanism
- Complete and submit all necessary NWSA paperwork and reports in a timely manner
- Attend and complete all NWSA 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 and manage projects and lead stakeholder groups.
- Ability to interact in a positive, professional manner with various populations such as: project partners, colleagues, community stakeholders and the general public.
- Strong public speaking and interpersonal communication skills.
- Interest in sustainability and the desire to engage individuals and groups on the topic.
- Strong research, analysis and writing skills.
- 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 sustainability and climate change concepts and policies.
- Personal commitment to the environment and a desire to inspire this in others.
- Technical skills: Outlook, website development, email marketing, graphic design.
- Creativity and desire to communicate messages using various methods.
- Experience working with community groups and conducting community outreach.
- An independent, self-motivated, creative, and resourceful individual.
- Willingness to learn new skills and have new experiences.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. 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:**

- Worksite is centrally located, easily accessible by public transportation and/or bicycle.
- Secure bicycle storage and showers available.
- County fleet vehicles available for use by AmeriCorps member as needed.

**Application Deadline:** On-going until filled.

**Interviews:** No set schedule. Open until filled.

**Service Dates:** September 20, 2010 - August 12, 2011

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email the following items to the Project Sponsor for this position – Tim Lynch at [tim.j.lynch@co.multnomah.or.us](mailto:tim.j.lynch@co.multnomah.or.us):

- **résumé**
- **cover letter**
- **contact information for three references**

*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 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 [Sherrie Jackson](#) 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 or delivered to our office with an original signature (no fax).

**Questions about the position?** Contact: Tim Lynch, Program Development Specialist Multnomah County Sustainability Program at [tim.j.lynch@co.multnomah.or.us](mailto:tim.j.lynch@co.multnomah.or.us) or 503-988-4094

**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](mailto:sherrie.jackson@esd112.org)

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