



AmeriCorps Position Description

Position Title: Sustainability Coordinator

Project Sponsor: Portland Public Schools <http://www.pps.k12.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: 501 N Dixon, Portland, OR This is the school district's administrative office.

Position Summary: Manage the district-wide Electricity Incentive Program including providing monthly data to all 90 schools; assist in the development of the district's Sustainability Plan; manage web site, produce newsletters and coordinate Recycling Coordinator meetings. Time commitment breaks down approximately like this: Manage incentive program (20%), record keeping and dissemination of resource consumption data (40%), draft Sustainability Plan (20%), web page, newsletter (10%), and other duties (10%).

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

- Electronically provide monthly data and conservation tips to all schools.
- Track monthly electric use at all sites, compare with previous year, and provide reduction goals.
- Answer questions and motivate schools to save electricity.
- Help draft district's Sustainability Plan.
- Produce newsletters and host Recycling Coordinator meetings
- Maintain web site, maintain accurate records
- 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, training's, 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 express complex conservation concepts clearly to a variety of audiences
- Must be an independent, self-motivated, creative, resourceful, organized, environmentally committed person who is willing to ask questions and seek answers.
- Desire to work in a large organization, and work with and give presentations to various audiences about resource conservation.
- Excellent organizational, record keeping, time management skills and communication skills.
- Competence with Microsoft Word, Excel, and database management.
- Ability to be flexible, to handle multiple projects simultaneously, and to meet timelines.
- Cooperative, enthusiastic manner and ability to work as a member of a fun-loving, professional team.
- 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:

- Familiarity with Excel and Word required. Familiarity with databases and Red Dot (web page) preferred, not required.
- Some background in energy and resource conservation and renewable energy desirable, not required
- Some experience working with children desirable, not required
- Interest in working with various audiences in a large organization to promote sustainable practices.

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:

- Personal vehicle required. Mileage reimbursed.
- Sponsor expects to be able to provide annual transit pass and parking pass.

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 – Nancy Bond at nbond@pps.k12.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: Nancy Bond nbond@pps.k12.or.us 503-916-2000 ext 74279

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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