



AmeriCorps Position Description

Position Title: Community Outreach Specialist

Project Sponsor: Columbia Land Trust <http://www.columbialandtrust.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: The main location where team members will complete in-office work and where field activities will be planned and deployed from will be the Columbia Land Trust main office in Vancouver, WA. Occasional work may be based out of our Hood River or Astoria offices. Project and fieldwork locations are located in numerous counties in WA and OR, allowing team members to gain experience working in a wide range of habitat types and with a variety of local communities.

Position Summary: This position will focus on outreach to local communities for environmental restoration and conservation projects (20%). This position will also focus on development, organization, and leading volunteer programs that support environmental restoration and conservation projects (30%). The person in this position will also work closely with other team members to implement on the ground restoration projects (50%).

Team Summary: The four-person dedicated field team will plan and implement a variety of projects and develop special programs for Columbia Land Trust. Specific activities will include planting, weed control, compliance monitoring, project effectiveness monitoring, project management, volunteer leadership, community outreach, GIS and data management, stewardship work plan development, and special programs development. Each team member will be in charge of one or more specific projects related to their area of expertise, with other activities to be carried out by the team as a whole.

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

- Coordinate an established volunteer program by organizing and leading volunteer workdays, recruiting and engaging with new volunteers, and organizing volunteer information.
- Develop and launch a new Corporate Volunteer Program and outreach to potential corporate partners.
- Develop and train new participants in our existing Site Stewards Program.
- Lead volunteer work parties, tabling events, and volunteer appreciation events
- Help staff develop outreach and informational materials. Assist staff in determining appropriate strategies for outreach to local communities. Develop a Rural Community Outreach Program.
- Conduct outreach to engage community members in restoration project planning and implementation (may include written, telephone and in-person communication with a variety of stakeholders).
- Assist staff in planning and implementing tours of project sites.
- Assist with fieldwork, such as planting, weed control, weed mapping, and other outdoor stewardship work.
- Research and write baselines and management plans.
- Assist with monitoring to measure environmental restoration project effectiveness.
- Organize project information, including project binders, files, data, photos, and maps.
- 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:

- Experience with volunteer management, adult environmental education, or a related field.
- Experience performing outreach to targeted groups, and developing written outreach materials.
- Public speaking experience.
- Ability to communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Education or knowledge of biology, ecology, environmental science, forestry or a related field.
- Experience performing environmental stewardship work or other fieldwork outdoors.
- Familiarity with web browsers and email programs (i.e. Outlook). Proficient with Microsoft Office software.
- Ability and willingness to work outdoors, in inclement weather, steep terrain, and remote areas. Ability and willingness to operate power tools and hand tools needed to complete work. Ability to lift up to 40 pounds.
- Willingness to use herbicides on occasion (training and safety gear will be provided).
- Ability to organize information thoroughly and efficiently, with excellent written and oral communication skills.
- A genuine enthusiasm for conservation and the mission, goals and values of Columbia Land Trust.
- Ability to be flexible and adaptable, with minimal supervision when necessary.
- Willingness to travel and ability to serve occasional weekends and on week-long overnight projects (spikes).
- Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers. Training provided.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 21 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:

- Experience with event coordination.
- Familiarity with plants and ecosystems of the Pacific Northwest.
- Web development experience.
- Experience with GIS and GPS systems.
- Experience writing management and monitoring plans.
- Forestry expertise and field skills.
- Experience operating boats and chainsaws.

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.
- Attendance and/or participation in at least one relevant conference or workshop during the year.

Transportation Information:

- Organizational or NWSA-provided vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Office and rendezvous points for traveling to project sites are accessible by public transportation.
- Project sites are generally not accessible by public transportation.

Application Deadline: November 23, 2009.
Interviews: No set schedule. Open until filled.
Service Dates: January 21, 2010 – December 10, 2010

NWSA Center: Lower Columbia Center
Type of position: Field Team
Length of Term: 1700 hours

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – **Ian Sinks** at isinks@columbialandtrust.org:

- **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:

Application materials can either be completed online at the [AmeriCorps website](#) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Sherrie Jackson](#) via email (preferable), 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 faxed to our office with an original signature.

Questions about the position? Contact: Ian Sinks at isinks@columbialandtrust.org or 360-213-1206

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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