

POSITION DESCRIPTION

CONFLUENCE AMERICORPS POSITION

The Confluence AmeriCorps program advances environmental justice through innovative partnerships with local organizations in the Portland metropolitan area. These positions are life changing service opportunities where the Member engages in addressing critical, environmental needs in low-income communities and communities of color. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and joining a team of other Confluence AmeriCorps Members for professional and leadership development opportunities (20%).

TERM OF SERVICE

September 9, 2015 - July 29, 2016 (11 months – 1700 hours)

PROJECT PARTNER

Land Use and Transportation Division, Multnomah County

<https://multco.us/transportation-planning>



POSITION TITLE

Program Coordinator

POSITION SUMMARY

In Partnership with the Confluence Environmental Center, the Program Coordinator will focus on education and outreach of the health, safety, and environmental benefits of youth walking and bicycling to school throughout the diverse communities of East Multnomah County. This position is a new AmeriCorps position and it will conduct outreach and serve as an educational resource to schools in East Multnomah County (30%). The Member will also engage with East Multnomah County communities to better understand the barriers to more diverse, low-income schools in participating in Safe Routes to School, and how the County's program takes advantage of opportunities to better serve these schools (30%). Additionally, the Outreach Coordinator will serve with LUT Planning staff to provide support to schools who already participate or who want to begin engaging in Safe Routes to School activities (20%). The Member will participate in Confluence led professional development activities: Professional Development Series, completing a Change Agent Project, team meetings, National Service events and other self-directed development opportunities (20%).

ESSENTIAL FUNCTIONS (to include, but not limited to):

- Learn and promote the health, safety and environmental benefits of youth walking and bicycling to school.
- Attend community meetings and events in East Multnomah County (the cities of Gresham, Fairview, Wood Village and Troutdale) to learn about community concerns of walking and bicycling, and to promote Safe Routes to School.
- Meet with schools and school district offices to survey school communities about Safe Routes to School opportunities and barriers they experience.
- Develop education and outreach materials for East Multnomah County schools including a resource tool kit for schools or community groups to provide bicycle and pedestrian safety education.
- Offer support and technical assistance, along with County transportation planning staff, to East Multnomah County schools participating in Safe Routes to School program.
- Coordinate with transportation planning staff to develop recommendations and strategies for providing Safe Routes to School programming in East Multnomah County communities equitably and sustainably.
- Complete and submit all necessary Confluence/AmeriCorps paperwork and reports in a timely manner.
- Abide by Confluence and AmeriCorps program policies.

- Attend and complete all Confluence/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear Confluence uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

REQUIREMENTS

- Excellent oral and written communication skills, including the ability to communicate effectively with the public and with project partners.
- Experience working with diverse groups, including people of color, low-income communities, and youth.
- Valid driver's license
- Ability to research and summarize findings.
- Desire to promote active transportation to underserved communities.
- Demonstrates independence, motivation, and resourcefulness.
- Personal interest in community engagement and equity issues.
- A cooperative manner and the ability to serve as part of a diverse 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 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 the Individuals State of Residence, State of Service, and FBI criminal identification systems. Also, must obtain a satisfactory report from the National Sex Offender Public Website (NSOPW) prior to the start of the position.
- Regular and reliable attendance and dependability.
- AmeriCorps Members can enroll in multiple terms of service that add up to the value of two full-time education awards. In other words, you can blend summer, part-time and full-time service positions and receive awards as long as the combined service terms don't exceed two full terms. You can also serve additional terms and elect not to receive an award. Please see <http://edaward.org/guidebook/multiple-terms> for full information.

PREFERRED QUALIFICATIONS

- People familiar with East Multnomah County and with a commitment to serving low-income communities and communities of color
- Background in cultural competency
- Familiarity with the national Safe Routes to School model, and/or benefits of active transportation
- Ability to speak Spanish or Russian
- Experience creating brochures, flyers, newsletter articles, and other documents for the public

MEMBER BENEFITS INCLUDE

- A taxable, monthly living allowance (\$12,530 paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$5,730. 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).
- Child care allowance for those who qualify.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).
- Professional development, trainings and networking opportunities.

SERVICE PROJECT LOCATION

- Multnomah County Yeon Building, 1900 SE 190th Avenue, Portland Oregon 97233

TRANSPORTATION INFORMATION

- County fleet vehicles are available for service activities. Member will be covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation. A shuttle bus service is available during morning and evening commute hours to connect to nearby light rail and bus service. The building is located equidistant between bus and light rail service, each approximately ½ mile from the building.

EQUAL OPPORTUNITY

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Confluence is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Confluence is an equal opportunity employer and does not discriminate in its employment decisions.

Confluence provides reasonable accommodations to applicants and employees as required by law. Applicants may request a reasonable accommodation at any point in the employment process.

HOW TO APPLY

STEP 1: Apply to Project Supervisor: - Email the following items to: Joanna Valencia, Sr. Transportation Planner joanna.valencia@multco.us, 503-988-0219

- résumé
- cover letter
- contact information for three references

Project Supervisor will conduct all initial interviews and recommend a candidate for this position by July 31, 2015.

STEP 2: Apply to Confluence: Complete this step before or right after Step 1. Application materials are completed online at the [AmeriCorps website](#) and submitted to a Confluence position. A complete application includes:

- **AmeriCorps Application**
- **Two Written References** – These are included in the online application.
- **Online Certification Form** –This form is included in the online application or it can be found on the [Confluence website](#). It can be mailed, faxed or emailed to the Confluence Office.

STEP 3: Confluence Interview & Placement: Confluence will conduct interviews with selected candidates and offer positions through August 2015.

Contact for general questions about AmeriCorps, Confluence and recruitment process:

Sherrie Jackson

Confluence Environmental Center - Operations Coordinator

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