

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 7, 2016 - July 28, 2017 (11 months – 1700 hours)

PROJECT PARTNER

Portland Parks & Recreation Urban Forestry
<http://www.portlandoregon.gov/parks/trees>



POSITION TITLE

Tree Plan Coordinator

POSITION SUMMARY

In Partnership with the Confluence Environmental Center, the Tree Plan Coordinator will be responsible for serving with community groups to plan and execute tree care and education events in support of Neighborhood Tree Plans (65%). Events may include tree pruning, planting, inventory, assessment, identification, and other topics. The position also assists with promotion and coordination of the Neighborhood Tree Stewards program, with particular focus on participation from individuals and communities in racially and economically diverse neighborhoods throughout Portland (15%). 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%). This position will build on the successes of previous AmeriCorps Members.

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

- Collaborate with staff and volunteers to plan and implement urban forest stewardship activities for communities throughout Portland, including tree pruning, planting, maintenance, and education days.
- Engage in public speaking, training volunteers, organizing logistics, and serving with volunteers.
- Conduct targeted outreach for stewardship activities to engage economically and racially diverse community members.
- Develop an outreach plan for the Tree Plan and Neighborhood Tree Steward projects aimed to increase participation from communities with low canopy cover, low income levels, and communities of color.
- Compile a resource guide to assist community members in planning projects, with an emphasis on community organizing and available city and non-profit resources.
- Provide training, technical assistance and support to volunteers interested in leading urban forestry stewardship projects in their communities.
- Increase awareness and knowledge for adults of underserved communities around urban tree issues.
- Deliver impactful public presentations, trainings and support volunteers at events.
- 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

- Interest in urban forestry and tree issues.
- A valid driver's license and acceptable driving record.
- Must be available to serve Saturdays and occasional evenings.
- 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://www.nationalservice.gov/resources/ed-award/multiple-terms> for full information.

PREFERRED QUALIFICATIONS

- Bachelor's degree in forestry, botany, or related fields.
- Tree identification skills, especially non-native trees.
- Computer skills, including Microsoft Excel and ArcGIS.
- Communication skills, including public speaking, instruction, writing, and correspondence.
- Bilingual skills.
- Experience working with and organizing volunteers.
- Ability to serve independently.

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 \$5,775. 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.
- \$100 training fund available.

SERVICE PROJECT LOCATION

- East Delta Park, 10910 N. Denver Ave., Portland, OR 97217

TRANSPORTATION INFORMATION

- By MAX: 0.5 miles from yellow line Vanport MAX station
- By car: Exit 307 off of I-5

- By bike: Accessible by local bike paths

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

Project Supervisors will conduct all initial interviews and recommend top candidates to Confluence by **July 27, 2016**. Confluence will conduct final interviews and offer positions throughout August 2016. Here's how to apply:

STEP 1: Apply to Project Supervisor: - Email the following items to: **Nik Desai**, treeinventory@portlandoregon.gov, 503-823-4441

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

STEP 2: AmeriCorps Application: Application materials are completed online at the [AmeriCorps website](#) and include:

- **AmeriCorps Application** – Filled out and submitted to a Confluence position
- **Two On-Line References** – 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 – Final interviews cannot be conducted until Step 1 & 2 are complete.

QUESTIONS ABOUT AMERICORPS? CONTACT:

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