

POSITION DESCRIPTION

CONFLUENCE AMERICORPS PROGRAM

The Confluence AmeriCorps program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. We offer life changing service opportunities that engage Members at the intersection of environmentalism and social justice while promoting individual leadership and development. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and engaging in professional and leadership development opportunities, alongside a 22 Member cohort (20%).

DATES OF SERVICE

September 5, 2018 – July 26, 2019 (11 months – 1700 hours)

PROJECT PARTNER

SOLVE - www.solveoregon.org



POSITION TITLE

Diverse Outreach Specialist

POSITION SUMMARY

This position is a partnership between Confluence Environmental Center, AmeriCorps Program and SOLVE. This new AmeriCorps position will collaborate with SOLVE outreach staff to focus on reaching and engaging more members from underserved communities. The Member will conduct outreach to community groups, schools, non-profit organization, government agencies, religious organizations, companies, and others to ensure that the leaders and participants in SOLVE programs reflect the diversity of the Portland-Metro area. Specific activities include conducting meetings, attending tabling events, organizing trainings, developing printed and online materials, organizing and leading volunteer projects, and supporting projects organized by new volunteer leaders, all with a specific focus on engaging diverse communities.

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

- Conduct outreach to historically underserved communities in the Portland-Metro area to encourage and increase participation in SOLVE programs to both lead and volunteer at environmental volunteer projects. (50%)
- Organize and conduct volunteer leadership trainings to underserved audiences in the Portland-Metro area (10%)
- Conduct presentations and meetings to build relationships with organizations serving diverse communities. (10%)
- Create and update online resources to ensure access for diverse communities. (5%)
- Complete and submit all necessary paperwork and reports in a timely manner; abide by program policies; attend and complete all training and service requirements. (5%)
- Participate in Confluence led leadership development activities which include: Leadership Development Program, Change Agent Project, team meetings, National Service events and other self-directed development opportunities (20%).

POSITION REQUIREMENTS

- Experience serving with diverse populations including building relationship with immigrant or refugee populations, seniors, people of color, people with disabilities, or those with limited economic resources
- A college degree and/or similar experience
- Desire to promote and lead volunteer environmental stewardship programs with underserved audiences.
- Able to serve in fast paced environment

- Excellent interpersonal communication skills
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- AmeriCorps Members must be: 18 years of age or older; U.S. citizen, national or lawful permanent resident; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check.

PREFERRED QUALIFICATIONS

- Experience with database management
- Familiar with the environmental issues facing Oregon

MEMBER BENEFITS INCLUDE

- \$13,732 living allowance paid over the 11-month term of service (approx. \$1,245 monthly, before taxes).
- \$5,920 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- \$100 Training Fund
- Professional Leadership Certificate, Trainings and Networking opportunities.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).

PROJECT LOCATION & TRANSPORTATION INFORMATION

- 2000 SW 1st Ave, Suite 400, Portland, OR
- Organizational vehicle is available for service activities.
- Project site is accessible by public transportation.

EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. We are committed to a diverse workplace, and to supporting our Members and staff with ongoing career development opportunities. Confluence is an AA/EEO employer.

Confluence provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

HOW TO APPLY

STEP 1: Apply to Project Supervisor: *(Conducts first round interviews and recommends top candidates to Confluence)*

Email the following items to Quintin Bauer quintin@solveoregon.org 503-844-9571 Ext. 321:

- **Résumé**
- **Cover letter (1 page)**
- **Contact information for three references (name, title, relationship, email & phone)**

STEP 2: Apply to Confluence:

- **Complete [AmeriCorps Application](#)** *(Should be completed by July 15, 2018)*
- **Confluence interviews** and offers positions throughout August 2018.

QUESTIONS ABOUT AMERICORPS? CONTACT:

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