

## POSITION DESCRIPTION

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### 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 member cohort (20%). [www.confluencecenter.org](http://www.confluencecenter.org)

### EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of race, age, creed, color, religion, national origin or ancestry, gender identity, ability, sexual orientation, expression, pregnancy, parents/guardians with children, or veteran status. Confluence is committed to a diverse workplace, and to supporting our members and staff with ongoing equity trainings and career development opportunities. Confluence, like many environmental programs, has historically been a predominantly white space, and in an effort to decolonize dominant structures of oppression, **we strongly encourage people of color to apply.**

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

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### DATES OF SERVICE

September 6, 2023 – July 26, 2024 (11 months – 1700 hours)

### POSITION TITLE

Outreach and Education Coordinator

### PROJECT PARTNER

City of Portland, Environmental Services Bureau,  
Green Street Steward Program <https://www.portland.gov/bes/green-street-stewards>  
Clean Rivers Education <https://www.portland.gov/bes/clean-rivers-education>



### POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and the City of Portland's Bureau of Environmental Services Green Street Steward program. The Green Street Steward program (GSS) works in close collaboration with community partners and residents for clean rivers, healthy watersheds and livable, sustainable communities through promoting and stewarding Green Streets (i.e., bioswales). In acknowledgement of the many benefits to human and watershed health provided by green streets and other green infrastructure, Community Engagement Team pursue equity in service delivery. The Outreach and Education Coordinator position is a partnership between Confluence Environmental Center, AmeriCorps program and the Bureau of Environmental Services, Green Street Steward and Clean Rivers Education programs.

The Outreach and Education Coordinator will build on the successes of previous AmeriCorps Members by inviting community members to participate in the care of green streets through community education and watershed stewardship

activities. Green Streets function optimally for watershed health when knowledgeable residents keep a watchful eye out and assist in green street care. In addition, they will assist Clean Rivers Educators with classroom and field science programs.

The Member will connect with community groups, organizations, schools and businesses to cultivate partnerships for potential projects and stewardship activities (25%); develop and deliver trainings, school programs and stewardship activities in low-income, racially diverse communities in close cooperation with partners (25%); recruit and train volunteers and manage data (20%); and develop and organize materials to foster green street stewardship (10%).

The Member will participate in Confluence led leadership development activities which include: Leadership Development Training Series, completing a Change Agent Project (CAP), team meetings, National Service events and other self-directed development opportunities (20%).

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

- Recruit community volunteers to become Green Street Stewards and support their stewardship activities.
- Develop, plan, and execute green street stewardship projects in close partnership with community organizations and city bureaus and programs with a focus on opportunities in low-income, racially diverse communities.
- Establish innovative methods and projects to foster green street stewardship.
- Strengthen existing and develop new relationships with communities representing Portland's underserved populations.
- Serve closely with the city and its partners, and act as liaison between the city and interested neighborhoods, community and business groups, and individuals.
- Develop, coordinate, and lead stormwater outreach and education activities with low-income, racially diverse community groups and schools.
- Manage the [Art of Stormwater exhibit](#).
- Complete and submit all necessary paperwork and reports in a timely manner; abide by program policies; attend and complete all training and service requirements; wear Confluence uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

#### **POSITION REQUIREMENTS**

- Experience with diverse populations, particularly communities of color, immigrants, and people with limited economic resources.
- Interest in working with youth (K-12).
- Possession of a valid driver's license with a clean driving record and the ability to provide documentation.
- Ability and willingness to work outdoors, work in inclement weather, occasionally work evenings, and weekends, and to lift up to 40 lbs.
- Ability to work independently and develop individual learning goals, projects goals, measurable outcomes, timelines, and reporting.
- Strong organizational and interpersonal communication skills.
- Desire to serve diverse communities to promote education, environmental stewardship, and an ethic of service.
- Openness to learning about and discussing racial equity and social justice issues, and to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- 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 at beginning of service term; U.S. citizen, national or lawful permanent resident; in possession of a high school diploma or equivalent, or commit to earning one prior to

receiving education award; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check and satisfactory report from the National Sex Offender Public Website (NSOPW) prior to the start of the position. This position is hybrid - A position that has an approved work schedule that includes a combination of regular in-person work at least half of their total work time from a City building, office or field location, as well as remote work from a telework location.

### PREFERRED QUALIFICATIONS

- Ability to speak a language other than English (especially any of the “Safe Harbor” languages (<https://www.portlandoregon.gov/transportation/72502>)).
- Reside in a low-income community or community of color in Portland.
- Desire and ability to recruit, assist, and motivate volunteers.
- Interest/experience in natural resources, stormwater management, and/or environmental science.
- Familiarity with the region is helpful, but not required.
- Experience with data collection, data entry, and GIS desired but not required.

### MEMBER BENEFITS INCLUDE

- \$18,300 living allowance paid over the 11-month term of service (approx. \$1,660 monthly, before taxes).
- \$6,895 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).
- Monthly TriMet pass available

### PROJECT LOCATION & TRANSPORTATION INFORMATION

- The office is in downtown Portland at 1120 SW 5th Ave, 6nd Floor, Portland, OR, 97204 (a.k.a. Portland Bldg.)
- Service in the field will take place in a variety of locations in the city of Portland.
- Service sites are accessible by public transportation and by bike.
- City vehicle is available for service activities as needed. Member is covered by City’s auto insurance policy. (If work performed at the City office, otherwise the Member will have to use their own vehicle and will be reimbursed by the City for mileage)
- Bike parking is available at the Portland Building.

### APPLICATION DEADLINE

July 6

### HOW TO APPLY

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

Email the following items to Svetlana Hedin at [svetlana.hedin@portlandoregon.gov](mailto:svetlana.hedin@portlandoregon.gov), 503-823-8764:

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

**STEP 2: Interviews:** If selected, you will be offered an interview with the project partner.

Top candidates will be emailed to Confluence, who will conduct a second interview before making a decision.

**QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?**

