



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 member cohort (20%). 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.

DATES OF SERVICE

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

POSITION TITLE

Energy & Climate Coordinator

PROJECT PARTNER

Lewis & Clark College – www.lclark.edu
Sustainability office - <https://www.lclark.edu/about/sustainability/>



POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Lewis & Clark College.

We are seeking a Confluence AmeriCorps member to serve as our first Energy & Climate Coordinator (ECC). The ECC will assist the Sustainability Director in planning for and implementing Lewis & Clark's Climate Action Plan. The goal of this plan is to transition the campus toward a decarbonized and equitable future.

The intent for the ECC position will be to manage cornerstone activities of the Climate Action Plan: advancing our energy efficiency program, assisting in decarbonization infrastructure funding and planning, and leading several environmental justice focused education and outreach programs. These tasks are united by their focus on climate justice and energy systems development and management.

Task 1: Energy Efficiency Program (30%)

A large component of the ECC role will be serving as the 'Energy Champion' for Lewis & Clark (L&C) - managing our energy efficiency work in close collaboration with Energy Trust of Oregon's (ETO) Strategic Energy Management (SEM) program. Specifically, this work will include:

- Tracking energy use, projects, and initiatives that impact energy use
- Managing ETO incentives, milestones, paperwork, and completing SEM requirements
- Attending trainings, scheduling and attending committee meetings
- Coordinating internal and external outreach
- Developing and leading energy savings projects
- Managing energy efficiency funds

Task 2: Climate Justice & Energy Education & Outreach (30%)

The second component of this role includes advancing the climate justice goals of our plan, by engaging both the internal and external communities in ways that support reciprocal, long term relationship building and mutual education. These programs will target participation from BIPOC, low income, and historically marginalized groups to:

- Stand up our student-focused Climate Ambassador program, which will give students access to training, leadership opportunities, and climate action experience.
- Co-organize and teach in our Becoming a Community Climate Leader workshop, a climate intensive skill building workshop for BIPOC high school and college students in the PNW. Students in this program will develop leadership skills and to initiate climate action projects specific to their communities.
- Collaborate with our Center for Social Change and Office of Equity and Inclusion to develop programs, events, and service activities focused on internal and external for environmental justice communities.
- Coordinate with the ETO to engage more environmental justice communities in its programs, including workshop and/or educational event development.
- Collaborate with an undergraduate student intern focused on energy efficiency programming.

Task 3: Regulations, Incentives, & Infrastructure (20%)

The ECC will become our lead investigator on energy and infrastructure regulations, incentives and grants opportunities related to energy and climate change programs. This will include completing government paperwork for incentives, attending public hearings or meetings around opportunities or new rules in a listening and learning capacity, and assisting in develop grant proposals related to climate and energy infrastructure or education projects.

Task 4: Leadership Development (20%)

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.

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

- Primarily responsible for L&C Strategic Energy Management program including data tracking and analysis, stakeholder engagement, and project management.
- Assists in the development of the institutional climate action plan with a focus on environmental justice and equitable transition.
- Primarily responsible for coordinating with the Energy Trust of Oregon on projects, incentives, training opportunities, and program participation.
- Assists in managing energy efficiency funds, associated programs and committees.
- Develops partnerships with marginalized, low income and/or BIPOC at Lewis & Clark and within the energy and environmental justice community in Portland.
- Leads the L&C Climate Ambassador Program, co-leads Become a Community Climate Leader workshop for BIPOC high school students and college students in the NW, and coordinates with the Energy Trust of Oregon on energy equity programming.
- Plans and coordinates service work with our Office Equity & Inclusion and Center for Social Change.
- Researches, prepares and tracks incentive and grant opportunities to support climate and energy transition projects.

- Organize within and across departments to promote energy saving habits and help institute institutional policies to reduce energy use through behavior and culture.
- Work closely with L&C's Mechanical/Engineering and facilities departments to track upgrades and changes in HVAC and mechanical processes.
- Complete and submit all necessary paperwork and reports in a timely manner; 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.
- Abide by program and AmeriCorps policies. Under no circumstances will Members be asked to perform prohibited activities outlined in the approved grant.

POSITION REQUIREMENTS

- Comfort working with Excel, online database systems for managing data.
- Basic understanding of statistics and statistical model development.
- Basic knowledge of energy efficiency concepts and technologies and a interest in building this knowledge base.
- Enthusiasm for working with low income, historically disadvantaged, and/or BIPOC communities.
- Understanding of equity issues as it relates to the environment, climate, and infrastructure issues.
- Basic knowledge of climate issues and climate planning.
- Desire to teach and instruct others on climate issues and solutions.
- Interest in developing external and internal partnerships that further sustainability and social justice goals.
- Interest or experience in engaging employees, students, or the community in behavior change initiatives.
- 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.

PREFERRED QUALIFICATIONS

- Mid or high degree expertise in data management, data analysis, or energy efficiency.
- Experience or understanding of energy technology, HVAC, and/or electrical systems.
- Enthusiasm for working with high school and college-aged students.
- Experience with project management and related software management systems.
- Knowledge of climate related programs, regulations, and/or organizations.

MEMBER BENEFITS INCLUDE

- \$18,300 living allowance paid over the 11-month term of service (approx. \$1,660 monthly, before taxes)
- Housing and food stipend may be provided (on campus), **if funding is approved (TBD)**
- \$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.
- Access to some classes and seminars (not for credit)
- May be eligible for Supplemental Nutrition Assistance Program (SNAP)
- Monthly TriMet passes available
- Access to all student amenities including [sport facilities](#) (pool, basketball court, gym), [library services](#), and grounds
- Access to art shows, theater, musical performances, and on-campus events and activities
- Staff appreciation events and luncheons

PROJECT LOCATION & TRANSPORTATION INFORMATION

- Member will be located on the Lewis & Clark Undergraduate campus in our Student Center, 615 S Palatine Hill Rd. Portland, OR, 97219. Some remote work is allowable.

HOW TO APPLY

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

Email the following items to advorak@lclark.edu, 503-768-7794:

- **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?

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