

POSITION DESCRIPTION

CONFLUENCE AMERICORPS PROGRAM 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

Sustainability Project Coordinator

PROJECT PARTNER

Portland Public Schools
pps.net/sustainability



POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Portland Public Schools (PPS). The Sustainability Project Coordinator will advance PPS' goals to provide support to our schools in low-income neighborhoods with sustainability education and student-driven projects. Our team aims to engage more students and communities to make PPS more sustainable and equitable, shifting our culture and creating a healthier, lower impact, and more empowered community. The position will build on the successes of previous AmeriCorps Members in the following ways:

- 20% A self-directed PPS project, designed in collaboration with PPS Sustainability Team members.
- 20% Provide support and education around sustainability programs for staff and students.
- 20% Coordinate and facilitate engagement and outreach around school sustainability projects and departmental goals.
- 10% Collect, organize, and report on data related to energy, water, waste, carbon sequestration.

- 10% Expand equity & inclusion lens for department programs and engagement.
- 20% 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):

- Communications/Engagement
 - Monthly newsletter, social media, video content, graphics/visual, website management
 - Help collect and tell amazing sustainability and climate justice stories from around the district through a monthly newsletter, Instagram stories, and more.
 - Develop and deliver presentations about the PPS Climate Crisis Response Policy or other climate and climate justice related topics to classes of all ages and interested partner organizations.
 - Help with fliers, outreach, promotion of events and programs
 - Keep communications lists up-to-date by reaching out to schools to get updates on student clubs, teacher projects, and volunteer groups working within schools.
- Event Organizing
 - Help organize a PPS Spring Climate Fair to include student speakers and project presentations, guest speakers, workshops, sponsors, community organization exhibitors, and more.
 - Create and promote Earth Week programming materials and guides for schools, teachers, and families.
 - Work with PPS partners and volunteers to plan and promote climate fairs at various schools around PPS.
- School-based Sustainability Programming
 - Help coordinate the School Sustainability Champions network, a group of volunteer teachers from around the district that share resources and implement on-the-ground climate programming around PPS.
 - Coordinate with teachers, staff, and parents at schools that are working toward becoming a certified Oregon Green School.
- Zero Waste Strategy
 - Cafeteria food waste collection
 - Hallway recycling implementation
 - Reuse areas for classroom and office supplies
 - Develop educational materials for a range of audiences
- Decarbonization Strategy
 - Engage district and school-based staff on Strategic Energy Management programs, as needed.
 - Educate students and teachers about ways they can conserve energy at schools.
 - Facilitate data sharing and analysis with students who are interested in using PPS energy data for project-based learning activities.
- Elective project, designed in collaboration with PPS Sustainability Team members
- 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.
- Develop and implement sustainability education initiatives for custodial staff, teachers, students, administration, and the community.
- Collect and share school site stories related to sustainability and green schools.
- Coordinate and facilitate regular meetings for School Sustainability Coordinators.
- Build relationships and foster collaborations with schools.
- Provide outreach for Oregon Green Schools certification program.
- Collaborate with District partners to increase sustainability practices and shift school culture.
- Keep up to date on PPS climate justice initiatives and opportunities for collaboration.
- 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.

POSITION REQUIREMENTS

- Must have earned a Bachelor's Degree.
- Access to reliable transportation (i.e. transit, bike, vehicle).
- Enjoys engaging and educating people of all ages, interests, and roles within the school District.
- Interest in sustainability, operational systems thinking, climate science and climate justice.
- Experience in engagement platforms similar to newsletters, email blasts, social media, website management, video, and/or photography.
- 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

- Great organization and time management skills.
- Creative thinker interested in challenging the status quo.
- Ability to engage a range of audiences and stakeholders with thoughtful and clear communication, both written and verbal.
- Experience and awareness in resource conservation.
- Experience with Excel, Google Suite.
- Experience with outreach, online surveys, and social media.

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 passes available
- Mileage reimbursement and conference/workshop/training associated fees
- Promotion of work on webpage and social media

PROJECT LOCATION & TRANSPORTATION INFORMATION

- Blanchard Education Service Center (BESC) District Building
501 Dixon St, Portland, OR 97227
Occupied Indigenous land of the Clackamas tribe, Cowlitz tribe, Confederated Tribes of the Grande Ronde, and Confederate Tribes of the Siletz
- PPS Schools- [District map of sites](#)
- Our office is currently working a hybrid model of in-office and remote days

HOW TO APPLY

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

Email the following items to Ari Ettinger at Sustainability@pps.net :

- **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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