



## **AmeriCorps Position Description**

**Position Title:** Green Cities Program Associate (2 Positions)

**Project Sponsor:** Cascade Land Conservancy [www.cascadeland.org](http://www.cascadeland.org)

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is to preserve and restore the natural environment, and to develop community leaders through service and community partnerships. [www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** 615 Second Ave Suite 600, Seattle, WA 98104

**Position Summary:** Parks and open spaces are vital to cities, and in the Puget Sound region we are fortunate to have a legacy of urban natural areas which beautify and strengthen our neighborhoods, and provide valuable ecosystem services that improve our quality of life. However, passive management and the spread of invasive species have led to a decline in the health of these natural areas. Without immediate action, we risk losing 70% of Seattle's tree canopy in the next 20 years.

Cascade Land Conservancy's Green Cities program is working to reverse this trend through long-term, city-wide restoration and stewardship. The program currently works in partnership with the cities of Seattle, Tacoma, Kirkland, Redmond, and Kent, along with thousands of community volunteers. Our goals are to build awareness of the threats to our forested parklands; create a repeatable model for restoration and stewardship; build community capacity and civic pride through education and volunteerism; promote scientific restoration to ensure long-term ecological sustainability; preserve our region's natural landscapes by making cities attractive, vibrant and livable; improve watershed health through riparian and upland restoration; provide service learning opportunities for school children and their families; and to sustain healthy public parklands for generations to come. The AmeriCorps Interns will work towards these goals to protect the Pacific Northwest legacy of beautiful parks and vibrant communities.

### **General Responsibilities (to include, but not limited to):**

1. Managing and hosting volunteer events.
2. Developing outreach, training and educational materials.
3. Developing press releases and communication materials.
4. Expanding volunteer capacity through active recruitment from schools, businesses, faith based organizations, community groups, etc.
5. Assisting community groups in developing and implementing restoration plans/projects.
6. Updating and enhancing Cascade Land Conservancy (CLC) and other websites.
7. Performing data entry and other general administrative duties.
8. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
10. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Strong writing and communication skills.
3. Basic knowledge of computer programs such as word, excel, and power point.
4. Detail-oriented, flexible, and a team player.

**AN EQUAL OPPORTUNITY EMPLOYER**

5. Willing to work outside in inclement weather conditions.
6. Comfortable speaking in front of a group.
7. 21 years of age or older, at beginning of service term.
8. U.S. citizen, national or lawful permanent resident.
9. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
10. Ability to commit to the full term of service for which they are applying.
11. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
12. Regular and reliable attendance.
13. Have not previously served two terms in an AmeriCorps\*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps\*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

### Preferred Qualifications:

1. Experience and/or education in invasive species management; ecological restoration; forest management; volunteer recruitment, organizing and leadership; public outreach; environmental education; and experience with GIS.

### Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$1,140 per month (\$11,400 for the 10-month term).
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. The education award can be used to repay qualified student loans, 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.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.

### Transportation Information:

1. While personal vehicle is not required for this position, Intern is responsible for transportation to and from 3-4 mandatory trainings in Trout Lake, WA, including an initial eight-day orientation (lodging included in trainings).
2. Organizational vehicle is available for service activities.
3. Project site is accessible by public transportation.

**Application Deadline:** On-going until filled.

**Interviews:** Will interview as qualified applications are received.

**Service Dates:** January 11, 2010 - November 19, 2010

**NWSA Center:** Mt. Adams Center

**Type of position:** Individual Placement

**Length of Term:** 1700 hours

### How to apply:

**Step 1** - Complete your application in one of the following two ways:

Online at the AmeriCorps website **AmeriCorps Application** [www.americorps.gov/Default.asp](http://www.americorps.gov/Default.asp)

If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**.

-Select the position listing and click "Apply Now" at the bottom of the page.

### OR

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

**Step 2** - Send resume and cover letter to Amanda Green at [mac@esd112.org](mailto:mac@esd112.org).

**Questions?** Contact Amanda Green at 509-395-3465.