



## **AmeriCorps Position Description**

**Position Title:** Watershed Outreach Organizer (1 Position)

**Project Sponsor:** Coos Watershed Association <http://www.cooswatershed.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:** Charleston, OR 97420

**Position Summary:** This position will build the Friends of the Coos Watershed support group for the Coos Watershed Association that will increase the effectiveness and sustainability of our science-based watershed restoration program in the local community. The three goals-listed in priority order-for the intern's work are to: (a) Build the Friends of the Coos Watershed group through networking with organizers of similar groups, neighborhood meetings with residents, and a membership drive (50%); (b) Provide direct outreach to the local community through public events, publications, and our website (30%); and (c) Effectively sustain the outreach program through financial management and performance measurement (20%).

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

1. Expand and continue to build support for the Coos Watershed Association by assisting the Outreach & Assessment Coordinator with the "neighbor-shed" coffee klatches, including preparation of materials and data entry.
2. Develop and update outreach materials, including factsheets, 4 quarterly newsletters and an Annual Report, and website upgrades.
3. In cooperation with the Friends and other groups, set up quarterly special events for the public (evening presentations, shows [Salmon-People], field tours) to increase awareness of watershed issues.
4. Work with the Executive Director to solicit membership in the Friends from local residents and businesses.
5. Make nine presentations to local service groups (Rotary, Chamber of Commerce, etc.) on the watershed council's activities and successes.
6. Work with the Executive Director to research, coordinate, and prepare grant applications to support the outreach program.
7. Work with the Executive Director and Office Manager/Bookkeeper to manage the program, including budgeting, tracking of expenditures, and preparation of grant progress reports.
8. Media relations with local newspapers, radio, and television.
9. Liaison for teachers about outreach projects and materials for kids.
10. Organize staffing for booths at community events.
11. Assist in staffing Board sub-committees and attend other committee meetings as needed.
12. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
13. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
14. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

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### **Position Requirements:**

1. Personal vehicle is required for service activities and mileage reimbursement is approved.
2. Must have a valid driver's license, clean driving record and ability to provide documentation.
3. Bachelor's degree (or above) in environmental science, natural resources, environmental journalism, rural sociology, or business (with an emphasis in nonprofit management). Associate's degree and equivalent experience may be substituted if extremely relevant to the position.
4. Computer literacy, including experience with MS Office applications (Word, Excel), web browsers, and e-mail.
5. The ability to communicate effectively in written and oral form (a writing sample may be requested as part of the application process).
6. Self-motivated with the ability to work collaboratively and independently in a small office environment.
7. Willingness to work a flexible schedule, including some evenings and weekends, within a 40 hour per week maximum.
8. Ability to work with diverse populations to find common ground.
9. The ability to manage multiple project activities simultaneously.
10. Professional attire required and willingness to adhere to dress code.
11. 21 years of age or older, at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full term of service for which they are applying.
15. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
16. Regular and reliable attendance.
17. 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. Knowledge of watershed restoration.
2. Experience in fund- and/or friend-raising.
3. Experience with databases (MS Access, MySQL, etc.).
4. Experience (volunteer or paid) working with nonprofit organizations.
5. Web and print publishing skills (Adobe Creative Suite or equivalent).

### **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.
7. CoosWA logo sweatshirt and a life-enriching experience.

### **Transportation Information:**

1. Personal vehicle is required for this position.
2. Project site is not accessible by public transportation.
3. Personal vehicle is recommended to get to service site.

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**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.

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-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.