



AmeriCorps Position Description

Position Title: Intern Program Leader & Outreach Coordinator (1 Position)

Project Sponsor: Mt. Adams Center, Northwest Service Academy www.mtadamscenter.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

Project Location: 2453 HWY 141, Trout Lake, WA 98650

Position Summary: The Internship Program (IP) Leader will assist the IP Coordinator in supporting approximately 25-30 IP members who serve government, nonprofit and educational organizations in Seattle, Central Washington, the Oregon Coast and the Columbia River Gorge. As the IP Leader, which will occupy up to 65% of the person's time, duties include serving as a liaison between Mt. Adams staff and AmeriCorps members, assisting members with field projects and outreach events, planning trainings, retreats and producing a monthly newsletter. This position requires travel as the IP Leader will visit each IP member at their project site a minimum of two times throughout the year.

As the Outreach Coordinator, this person will work with all programs and staff at the Mt. Adams Center to design, create and edit public outreach and marketing materials, such as the Mt. Adams Center blog (<http://mtadamscenterblog.com/wordpress/>) and other social networking programs. 25% of time will be dedicated to those activities.

10% of this position will be spent working with local schools to create and host 5-10 experiential education events for local youth.

The IP Leader & Outreach Coordinator position provides exposure to a variety of environmental issues and to the corresponding organizations working to resolve them. It is best suited for an individual that excels at working with people but can operate independently.

The IP Leader & Outreach Coordinator will be based out of our office in Trout Lake, Washington. The Mt. Adams Center is located in the heart of the Cascade Mountain Range beneath 12,276' Mount Adams, a treasured wilderness region surrounded by a spectacular landscape of forests, rivers, waterfalls, and mountains.

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

1. Develop, implement and assist with systems and activities that connect IP members to each other, to their sponsor sites and the Mt. Adams Center.
2. Assist with IP orientation, regional meetings and quarterly workshops by planning and facilitating trainings and development activities.
3. Conduct visits to IP service sites.
4. Moderate the IP listserv (a yahoo group) so it can be utilized as a communication tool and resource center.
5. Serve as a liaison between IP members and MAC staff, especially the IP Coordinator. Collect and share members' stories and accomplishments.
6. Help IP members resolve issues and conflicts.
7. Develop a monthly electronic newsletter that shares the MAC experience with current members and their families, program partners, alumni and general friends of the MAC.
8. Assist with refining and updating the MAC website and blog.

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9. Assist with the collection, organization and refinement of the MAC photo database.
10. Investigate and implement social networking programs to expand public outreach efforts.
11. Assist with MAC alumni outreach efforts.
12. Develop a yearbook of stories, accomplishments and photos that captures the efforts of MAC members.
13. Assist with IP recruitment efforts, including electronic postings and other outreach efforts..
14. Support the MAC garden and Greenworks projects when needed.
15. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
16. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
17. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Demonstrated ability to work effectively with large groups of people and independently.
2. Must have a valid driver's license, clean driving record and ability to provide documentation.
3. Experience facilitating trainings or group presentations.
4. Excellent written and verbal communication skills.
5. Strong working knowledge of computers and related software, including web based communications.
6. Demonstrated experience or interest in environmental issues.
7. Ability to adapt to a dynamic work environment.
8. Demonstrated proficiency with design software such as Photoshop, Publisher, In Design and web/blog design/management.
9. Experience with and desire to work with youth in an experiential setting.
10. Willingness to travel.
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. Experience working with or leading groups.
2. Interest in environmental work.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$11,400 (\$542.90 Jan 15, \$1,085.71 each month afterwards until Nov 15).
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.

Transportation Information:

1. Personal vehicle is recommended to get to service site.
2. Organizational vehicle is available for service activities.
3. Project site is not accessible by public transportation.

Application Deadline: Will occur as qualified applications are received.

Interviews: Will interview as qualified applications are received.

Service Dates: January 4, 2009 - November 19, 2009

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

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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.

- **Three 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.

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