



## **AmeriCorps Position Description**

**Position Title:** Program and Research Assistant (1 Position)

**Project Sponsor:** Pomegranate Center [www.pomegranate.org](http://www.pomegranate.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:** Issaquah, WA 98027

**Position Summary:** The Program and Research Assistant will strengthen Pomegranate Center's three major programs: community-based planning, gathering places and education/leadership training. The key goals include:

1. (40%) Research and test environmental and sustainable building materials, techniques and products which are appropriate for implementing in Pomegranate Center's community-built gathering places program. The intern will develop a sustainable materials/tools/techniques library for the organization and our partner communities that features distributors, pricing, longevity, applications, etc. The intern will also assist and guide in the use of these materials and techniques in Pomegranate Center gathering place projects.
2. (20%) Assist project designer leads in incorporating environmental and salvaged materials into gathering place designs through project and site-specific research, working with distributors, and coordinating with project clients/community.
3. (40%) Provide project management assistance by coordinating volunteer efforts, researching and assembling project materials, help with budget development, and aid with on-site work.

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

1. Attend all staff meetings and contribute to reporting where appropriate.
2. Research building and art material producers and retailers.
3. Develop organized resource library and document system of organization.
4. Attend community meetings and project events.
5. Assist Project Coordinator in planning for upcoming building projects.
6. Interface with volunteers via email and other web based sites.
7. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
9. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Personal vehicle is preferred for service activities and mileage reimbursement is approved.
2. Applicant preferred to have a valid driver's license, clean driving record and ability to provide documentation.
3. Microsoft Office proficient (Word, Excel, Power Point).
4. Good inter-personal skills.
5. Ability to adapt quickly to change and be flexible.
6. Good organizational skills.
7. Good time management skills.
8. Concise writing skills.
9. Resourcefulness and creativity.

**AN EQUAL OPPORTUNITY EMPLOYER**

10. 21 years of age or older, at beginning of service term.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full term of service for which they are applying.
14. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
15. Regular and reliable attendance.
16. 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. Construction experience.
2. Design skills (Photoshop, InDesign, drafting, sketching).
3. Research savvy.
4. Volunteer coordination experience.

### **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. Project site is accessible by public transportation.
3. Bus tickets are available for service activities.
4. Personal vehicle is recommended.

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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.

-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.