



## **AmeriCorps Position Description**

**Position Title:** Climate Project Specialist

**Project Sponsor:** Metro [www.oregonmetro.gov](http://www.oregonmetro.gov)

**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.northwestserviceacademy.org](http://www.northwestserviceacademy.org)

**Sponsor Mission:** This position is hosted by Metro, the directed elected regional government that serves more than 1.4 million residents in Clackamas, Multnomah and Washington Counties, and the 25 cities in the Portland, Oregon metropolitan area. The position is located in Metro's Sustainability Center. The mission of the Sustainability Center is to demonstrate and inspire sustainable stewardship of the region's natural resources.

**Project Location:** 600 NE Grand Avenue, Portland, Oregon

**Position Summary:** The Climate Project Specialist will assist with the implementation of key projects that support Metro's commitment to climate change work throughout the Portland metro region. The Climate Project Specialist will spend half of their time working with Metro's Regional Climate Initiative to implement projects that support the creation of a regional action plan on climate change. The other half of the position will work with Metro's Sustainability Program and will focus on projects that directly reduce greenhouse gas emissions from the agency's internal operations.

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

- Identify greenhouse gas emission (GHG) reduction projects in Metro's internal operations, develop project proposals, and identify funding sources
- Provide technical assistance for implementation of internal projects to reduce GHG emissions
- Develop stakeholder engagement and communications plans for climate change adaptation and mitigation strategies
- Participate in development of regional climate change adaptation strategies with key stakeholders and Metro staff.
- Complete and submit all necessary NCCSP, NWSA and AmeriCorps paperwork and reports in a timely manner.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

- Four-year college degree and at least three years of work experience in a professional setting.
- Ability to organize projects, prioritize tasks and work independently
- Knowledge of climate change issues and greenhouse gas emission reduction methods
- Ability to work independently and as part of a team
- Ability to perform analysis and make recommendations
- Project management skills and abilities
- Desire to serve with people to promote sustainability, environmental stewardship and an ethic of service
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, students and the general public
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which you are applying.

- Successfully pass a fingerprint criminal history background check provided through NWSA.
- Regular and reliable attendance.
- 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:

- Presentation skills (written and oral)

### Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,250).
- Training fund of up to \$500.
- Upon successful completion of a term of service, eligible members 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.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.

### Transportation Information:

- Organizational vehicle is available for service activities.
- Project site is accessible by public transportation (both TriMet busses and MAX light rail train)
- Metro is a bike-commuter friendly workplace. The Metro Regional Center (MRC), located in the Central Eastside neighborhood of Portland has showers, lockers, and ample bike parking

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**Application Deadline:** Friday, August 7<sup>th</sup>

**Interviews:** August 17<sup>th</sup> – 21<sup>st</sup>

**Service Dates:** September 14<sup>th</sup>, 2009 – August 13<sup>th</sup>, 2010

**NWSA Center:** Lower Columbia Center

**Type of position:** Professional Placement (P2)

### How to apply:

**Step 1:** Submit an interest letter and resume to Molly Chidsey [molly.chidsey@oregonmetro.gov](mailto:molly.chidsey@oregonmetro.gov). Please write "AmeriCorps Application" in the subject line of your email. Electronic submissions only. No phone calls or visits please.

**Step 2:** Complete your application and send it to Margi Guilfoyle at [margi@p2professional.org](mailto:margi@p2professional.org): (All application materials can be found on the "How to Apply" page of our website)

- **Application** – Complete the AmeriCorps Application. It may be submitted by mail, fax or email
- **Two Written References** – Please ask your recommenders to complete the NWSA Reference Form. It may be submitted by mail, fax or email.
- **Certification Form** – Print, sign and date the Certification Form. This document **MUST** be submitted by mail or in-person to our offices at 55 SE Main, Portland OR 97214.

**Questions about the position?** Contact: Molly Chidsey [molly.chidsey@oregonmetro.gov](mailto:molly.chidsey@oregonmetro.gov) or Heidi Rahn [heidi.rahn@oregonmetro.gov](mailto:heidi.rahn@oregonmetro.gov)

**General questions about P2, Northwest Service Academy, or AmeriCorps? Contact:**

Margi Guilfoyle

Professional Placement Coordinator

NWSA Lower Columbia Center

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[margi@p2professional.org](mailto:margi@p2professional.org)

[www.p2professional.org/blog/](http://www.p2professional.org/blog/)

[www.nwserviceacademy.org](http://www.nwserviceacademy.org)