



AmeriCorps Position Description

Position Title: Climate Project Specialist

Project Sponsor: Metro <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.nwserviceacademy.org

Project Location: 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 reduction of greenhouse gas emissions throughout the region. 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.

Metro is an elected regional government, and helps make the region an extraordinary place to live, work and play. Metro serves more than 1.5 million residents in Clackamas, Multnomah and Washington counties and the 25 cities in the Portland region.

Essential Functions (to include, but not limited to):

- Research energy efficiency and renewable energy needs and opportunities with local governments.
- Provide technical assistance for the implementation of regional projects to reduce energy consumption.
- Identify energy efficiency project opportunities for Metro internal operations and help coordinate efforts to assess needs and develop project proposals.
- Provide technical assistance for implementation of internal projects to reduce energy consumption.
- Research and secure funding sources to implement energy efficiency and renewable energy projects internally and externally.
- Evaluate project results and recommend next steps.
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Position Requirements:

- Associate's degree and at least two years of professional experience in work directly related to energy management, environmental sustainability, climate change, or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks.
- Ability to organize projects, prioritize tasks and work independently.
- Knowledge of climate change issues, energy efficiency and renewable energy.
- Ability to work independently and as part of a team.
- Ability to perform analysis and make recommendations.
- Project management skills and abilities, including facilitation.
- 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.
- Experience with data analysis and comfortable with large data sets.
- U.S. citizen, national or lawful permanent resident.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 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 and/or Project Sponsor Agency.

- 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:

- Technical assistance skills related to energy management.
- Presentation and public speaking skills.
- Ability to work within Metro's sustainability framework.

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. Member is covered by organization's vehicle insurance policy while on duty.
- Project site is accessible by public transportation, i.e. TriMet busses and the 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.

Application Deadline: August 6, 2010

Interviews: August 12-17, 2010

Service Dates: August 31, 2010-July 31, 2011

NWSA Center: Lower Columbia Center

Type of position: Professional Placement (P2)

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to [Molly Chidsey](mailto:Molly.Chidsey@oregonmetro.gov) at Molly.Chidsey@oregonmetro.gov- No phone calls or visits please:

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

Step 2 - Complete your application to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Rob Loucks](#) via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application **or** a form is available on our website.
- **Certification Form** - This document must be mailed to our office with an original signature.

Step 3 – Interviews

If selected for an interview, you will first be interviewed by the sponsoring organization (City of Gresham). If you are selected as a top candidate for the position you will then have a second interview with Northwest Service Academy staff.

For questions about the position	For general questions about P2, AmeriCorps, or Northwest Service Academy
Molly Chidsey Molly.Chidsey@oregonmetro.gov	Rob Loucks Professional Placement Coordinator NWSA Lower Columbia Center 55 SE Main Street, Portland, OR 97214 503-234-2383 ext 118 fax 503-232-0166 rob.loucks@esd112.org www.p2professional.org/blog/ www.nwserviceacademy.org

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