

POSITION DESCRIPTION

CONFLUENCE AMERICORPS PROGRAM

The Confluence AmeriCorps program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. We offer life changing service opportunities that engage Members at the intersection of environmentalism and social justice while promoting individual leadership and development. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and engaging in professional and leadership development opportunities, alongside a 22 Member cohort (20%).

DATES OF SERVICE

September 5, 2018 – July 26, 2019 (11 months – 1700 hours)

PROJECT PARTNER

Columbia Slough Watershed Council <http://Columbiaslough.org>
Nadaka Nature Park <http://friendsofnadaka.org>



POSITION TITLE

Events & Outreach Specialist

POSITION SUMMARY

This position is a partnership between Confluence Environmental Center, AmeriCorps Program, Columbia Slough Watershed Council (CSWC) and Nadaka Nature Park. This new AmeriCorps position will primarily focus on events and outreach that support both CSWC and Nadaka Nature Park. Expect 75% of time in the office and 25% of time in the field.

At the CSWC, the events range from large (500+ participants) festivals to smaller paddles and workshops. Our major festivals include: Aquifer Adventure (a pirate themed groundwater festival); Slough Celebration (annual gala); Explorando el Columbia Slough (bilingual nature and cultural festival); and Regatta (everyone welcome free paddling event). The Member will have a critical role in Explorando helping to translate and serve with the bilingual committee in planning the community co-created event. The Member will help facilitate event logistics, outreach and tabling and engaging volunteers. Many of our events have an on-the-water component and the Member will have the opportunity to lead short flat-water paddle trips. Workshops and smaller events include Groundwater 101, Evening Canoe the Slough, Owl Prowl, Raingardens 101, and several similar events. (40%)

At Nadaka Nature Park, the Member will help facilitate and lead a similar range of events and workshops such as the Annual Nadaka Community Festival, while building authentic relationships with the community and partner organizations. In the fall and winter, the Member will plan and lead various volunteer/intern restoration events such as tree planting or ivy clearing. The Member will collaborate with students, interns, and ambassadors on the creation and maintenance of education plots in the community garden. They will support our youth interns and the Nadaka Ambassadors; a program that will make the park more inclusive by providing multi-lingual information, improving park safety, and offering stipends to surrounding neighbors that volunteer in the park. (40%)

The Member will participate in Confluence led leadership development activities which include: Leadership Development Program, Change Agent Project, team meetings, National Service events and other self-directed development opportunities (20%).

ESSENTIAL FUNCTIONS (to include, but not limited to):

- Lead or assist with planning, promotion, and implementation of both large (500+ attendance festivals) and smaller events such as evening paddles, nature walks, and family friendly education events
- Spanish-English support and translation at meetings, events, and outreach
- Serve closely with Volunteer Coordinator on volunteer recruitment, organization, training and management, with assistance from the Outreach Director and Nadaka Park Coordinator.
- Coordinate and lead volunteers and Nadaka interns for events
- Assist with drafting social media, newsletter and website communications
- Posting and promotion of events on online platforms, publications, and through physical distribution
- Creation of promotional materials including flyers, handbills, and other graphics
- Represent the Council and Nadaka at community outreach events and tabling
- For paddle events - assistant will be fully engaged with pre-event logistics, register participants, inventory and prepare gear, deliver safety talks, assist with event set-up/tear down and act as a guide on the water
- Organization of materials, general organizational support and administration (eg timesheets)
- Participate as a leader in the planning committee for the Annual Nadaka Community Festival
- Conduct outreach for community planning/Nadaka 2020 Community Steering Committee
- Lead volunteers, interns, and school groups in habitat restoration events & community garden work at Nadaka Park
- Complete and submit all necessary paperwork and reports in a timely manner; abide by program policies; attend and complete all training and service requirements.

POSITION REQUIREMENTS

- Proven experience working with or living in diverse communities
- Personal and professional commitment to racial equity, diversity, and inclusion work
- Fluent Spanish and English speaker
- Events planning and implementation experience
- Ability to serve at our office in Portland's Cully neighborhood and at Nadaka Nature Park in Gresham
- Able to serve outside on uneven and potentially steep terrain, lift up to 30 lbs overhead (e.g. kayaks, tools, etc)
- Strong communication and people skills
- Ability to speak to a group and to represent the council at public events such as tabling or festivals
- Basic computer skills, including Microsoft Office programs
- Strong attention to detail, ability to organize complex projects relatively independently
- Ability to serve many weekend and evening shifts including occasional long days for major events.
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- AmeriCorps Members must be: 18 years of age or older; U.S. citizen, national or lawful permanent resident; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check.

PREFERRED QUALIFICATIONS

- Bi-cultural and/or close connection to Latinx community In Portland and/or Gresham
- Spanish language or other language spoken commonly in our watershed (Vietnamese, Laotian, Russian, Somali)
- Strong large events planning and implementation skills
- Adobe photoshop and Indesign or publisher
- Interest in Pacific Northwest ecology, environmental justice, and/or community access to greenspaces
- Reliable access to a motor vehicle; ability to drive stick shift (this is a bonus, not required!)

MEMBER BENEFITS INCLUDE

- \$13,700 living allowance paid over the 11-month term of service (approx. \$1,245 monthly, before taxes).
- \$5,920 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- \$100 Training Fund

- Professional Leadership Certificate, Trainings and Networking opportunities.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).

PROJECT LOCATION & TRANSPORTATION INFORMATION

- Columbia Slough Watershed Council (7040 NE 47th Ave, Portland OR 97218)
- Nadaka Nature Park in Gresham (17615 NE Glisan St, Portland, OR 97230)
- Nadaka Nature Park Office is in St. Aidan’s Episcopal Church Community Building next to Nadaka (17405 NE Glisan St, Portland, OR 97230)
- CSWC is located near the 75 bus line and bicycling is also encouraged.
- CSWC owns a truck that will be used for hauling equipment and, if no other options are available, for external meetings.
- Nadaka Nature Park is a 4 minute walk from the max line and up to an hour and a half from the CSWC office by public transportation or 15-30 minutes by car.
- It will be helpful for the Member to have personal vehicle available, but may not be absolutely necessary.

EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. We are committed to a diverse workplace, and to supporting our Members and staff with ongoing career development opportunities. Confluence is an AA/EEO employer.

Confluence provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

HOW TO APPLY

STEP 1: Apply to Project Supervisor:
 Email the following items to Corrina Chase at corrina.chase@columbiaslough.org – Include “CSWC/Nadaka O&E Specialist” in subject line:

- **Résumé**
- **Cover letter (1 page)**
- **Contact information for three references (name, title, relationship, email & phone)**

STEP 2: Apply to Confluence:

- **Complete [AmeriCorps Application](#) (Should be completed by July 15, 2018)**
- **Confluence interviews and offers positions throughout August 2018.**

QUESTIONS ABOUT AMERICORPS? CONTACT:

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