

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 Member cohort (20%). www.confluencecenter.org

EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of race, age, creed, color, religion, national origin or ancestry, gender identity, ability, sexual orientation, expression, pregnancy, parents/guardians with children, or veteran status. Confluence is committed to a diverse workplace, and to supporting our Members and staff with ongoing equity trainings and career development opportunities. Confluence, like many environmental programs, is a predominantly white space, and in an effort to decolonize dominant structures of oppression, we encourage people of color to apply.

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

DATES OF SERVICE

September 7, 2022 – July 28, 2023 (11 months – 1700 hours)

POSITION TITLE

Education and Outreach Coordinator

PROJECT PARTNER

National Wildlife Federation (NWF) and the Association for Northwest Steelheaders (ANWS)

<https://www.nwf.org/Northern-Rockies-and-Pacific-Region/Education/Oregon>

<https://nwsteelheaders.org/programs/education-2/>



POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, National Wildlife Federation (NWF) and the Association of Northwest Steelheaders (ANWS). This position will build on the successes of previous AmeriCorps Members to promote environmental justice by engaging communities and partners in opportunities that help develop access to outdoor experiences (Family Fishing events – 25%), to coordinate salmon education initiatives (Fish Eggs to Fry/Salmon Stewards – 20%), to support sustainable environmental education (Eco-Schools USA, Schoolyard Habitats – 15%), to recruit wildlife stewards to restore/protect wildlife habitat (Garden for Wildlife – 15%), and general outreach and partnership development (5%), serving communities of color and families with low incomes in Clackamas, Multnomah, and Washington counties. The Member will also participate in Confluence led leadership development activities (20%) which include: Leadership Development Training Series, completing a Change Agent Project (CAP), team meetings, National Service events and other self-directed development opportunities (20%).

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

- Act as liaison between NWF staff and ANWS staff/members on joint education programming.
- Coordinate NWF/ANWS involvement in the Oregon Department of Fish & Wildlife's Fish Eggs to Fry program (rearing salmon and trout in the classroom) including volunteer engagement and facilitation of presentations/field trips, etc.
- Develop partnerships by networking with local groups/organizations to expand outreach for NWF's Garden for Wildlife (Certified Wildlife Habitats) program with ANWS.
- Plan and coordinate ANWS's annual Family Fishing event(s) to engage community members in recreating outdoors, through event planning and logistics, budget tracking, scholarship program development and distribution, etc.
- Provide outreach presentations to possible new participants/volunteers at large community venues (i.e. Oregon Zoo Education Center), workshops (i.e. for teachers or gardeners), and conferences.
- Collaborate and engage with youth and adults from varying demographics and assist in recruitment and training of volunteers, teachers, students, and community members in environmental education and sustainability initiatives.
- Offer programmatic and innovative ideas to existing procedures that increase the efficiency and accessibility of education programs and local resource offerings.
- Assist with the following communication/marketing activities: website updates, press releases, magazine articles, blog stories, social media, design of flyers/event materials, grant writing, etc.
- Conduct outreach at community events (tabling and presentation of program resources) and compile metrics and other data into excel spreadsheet.
- Complete and submit all necessary paperwork and reports in a timely manner; attend and complete all training and service requirements; wear Confluence uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

POSITION REQUIREMENTS

- Personal vehicle with insurance.
- Experience communicating and presenting to youth, educators, and/or management of classrooms/groups.
- Excellent organizational and communication skills with attention to detail.
- Can relate easily and openly with diverse audiences and serve as part of a diverse team.
- Ability to establish and cultivate relationships with potential participants and partners.
- Thrive in a multiple task environment and serve evenings and weekends if needed (i.e. for workshops or tabling).
- Travel to visit classrooms and attend partner meetings across the region in Clackamas, Multnomah, or Washington counties.
- Relevant work or volunteer experience in outreach, education, communications, facilitation of trainings, or volunteer management.
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Regular and reliable attendance and dependability.
- AmeriCorps Members must be: 18 years of age or older at beginning of service term; U.S. citizen, national or lawful permanent resident; in possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award, able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check and satisfactory report from the National Sex Offender Public Website (NSOPW) prior to the start of the position.

PREFERRED QUALIFICATIONS

- Great interest and enthusiasm in working with teachers, students, and volunteers is highly desired.
- Familiarity with serving diverse populations of motivated youth and families curious about nature, including those with financial barriers, communities of color, LGBTQ+, people with disabilities, seniors, etc.
- Event planning and coordination experience.
- Proficiency with Microsoft Office Suite (Word, Excel, Publisher, PowerPoint) databases, and websites preferred.
- Experience in Environmental Education, Fish & Wildlife, Natural Resources or similar field.
- Knowledge of Pacific Northwest flora and fauna, gardening, fisheries, watershed health (water quality) is helpful.
- Ability to speak Spanish (or another language) is helpful.

MEMBER BENEFITS INCLUDE

- \$16,502 living allowance paid over the 11-month term of service (approx. \$1,500 monthly, before taxes)
- \$6,495 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)
- Attendance at state conferences, events, and participation on partner working groups

PROJECT LOCATION & TRANSPORTATION INFORMATION

- National Wildlife Federation current office: 6641 SE Lake Road, Milwaukie, OR 97222 - though expected to move to Sandy, OR in July 2022 (Clackamas County)
- Personal vehicle with insurance is required, a parking space is provided
- Mileage will be reimbursed for personal car use to service related activities (in Clackamas, Multnomah, or Washington counties)
- Remote working may be feasible or required (or a hybrid of both) subject to current COVID-19 guidelines
- Project site is accessible by public transportation (Example: Trimet Bus #2 to Gresham then take Sandy Local & Gresham Express)

HOW TO APPLY

STEP 1: **Apply to Project Supervisor:** *(Conducts first round interviews and recommends top candidates to Confluence)*

Email the following items to **Morgan Parks (she/her)**, NWF Oregon Education Manager, parksm@nwf.org, in **PDF form** if possible (**application review will begin June 23rd, open until filled**):

- Résumé
- Cover letter (1 page)
- Contact information for three references (name, title, relationship, email & phone)
- Share how you heard about the position in your email

STEP 2: **Apply to Confluence:**

- **Complete [AmeriCorps Application](#).** Basic information will suffice, or submit resume to the [HelpDesk](#) to request autofill. Once completed, submit to the Confluence position.

QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?

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