

## POSITION DESCRIPTION

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### 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](http://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, has historically been a predominantly white space, and in an effort to decolonize dominant structures of oppression, **we strongly 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.

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### DATES OF SERVICE

September 6, 2023 – July 26, 2024 (11 months – 1700 hours)

### POSITION TITLE

Environmental Livability Initiative Coordinator

### PROJECT PARTNER

Sabin Community Development Corporation (Sabin CDC)

<https://sabincdc.us/>



### POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Sabin CDC. The Environmental Livability Coordinator will:

- Expand Sabin’s green space community and resident volunteer engagement program by recruiting, onboarding, training, and supervising new volunteers to assist in the implementation of livability projects that will improve the quality of life of Sabin’s residents and greater community (30%);
- Develop educational programming for youth and adults on topics such as sustainable green space landscaping practices, native plant care, garden box design and upkeep, and pollinator garden implementation to better inform the community on how to take actions to promote environmental health (25%);
- Improve and maintain the outdoor naturescapes at Sabin’s properties and gather resident feedback on desired use of outdoor and indoor communal spaces with an emphasis on environmental health, placemaking, and cultural celebration (25%); and

- Participate in Confluence led leadership development activities 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):

- Increase volunteer recruitment
- Increase volunteer retention
- Educate youth and adults on equitable environmental practices
- Provide necessary landscaping upkeep of Sabin properties
- Develop and implement projects that will improve the quality of life of residents
- Complete landscape planting inventory and identify on-site plans
- Create leadership opportunities for volunteers and residents from marginalized communities
- Conduct community engagement and relationship building among Sabin residents
- Document and track progress of livability projects to communicate to potential volunteers
- Onboard, train, and supervise volunteers
- Review project implementation and development process for sustainability purposes
- 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.
- Abide by program and AmeriCorps policies. Under no circumstances will Members be asked to perform prohibited activities outlined in the approved grant.

#### POSITION REQUIREMENTS

- Interest and passion for working with diverse groups of people
- Ability to work outdoors in all weather conditions
- Ability to lift 50 lbs. unaided
- Ability to adhere to non-smoking policy while on Sabin property
- Ability to read, write, and follow instructions and prepare reports
- Ability to address clients, tenants, contractors and Sabin staff in a professional manner
- Ability to address the public in a professional manner while on Sabin properties and during special events
- Ability to work independently and collaboratively
- Strong communication and interpersonal skills
- 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 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

- Experience working with culturally diverse communities, including non-Native English speakers
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Task delegation skills
- Experience facilitating volunteer groups and activities
- Strong organization skills
- Website management skills
- Bilingual or some level of proficiency in Spanish or Amharic

## MEMBER BENEFITS INCLUDE

- \$18,300 living allowance paid over the 11-month term of service (approx. \$1,660 monthly, before taxes).
- \$6,895 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)
- Monthly TriMet passes available
- Participation in community-centered events
- Lunch and learns- partners present on certain topics related to the project work (lunch provided)
- Opportunities for mentorship and skill development through collaborations with project partner SymbiOp

## PROJECT LOCATION & TRANSPORTATION INFORMATION

- Member will report daily to Sabin CDC's main office at 1488 NE Alberta Street, Portland Oregon, 97211.
- The office is located near three different locations where the bus does pick-ups and drop-offs.

## HOW TO APPLY

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

Email the following items to Mitike Lyons at [mitike@sabincdc.us](mailto:mitike@sabincdc.us):

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

**STEP 2: Interviews: If selected, you will be offered an interview with the project partner.**

Top candidates will be emailed to Confluence, who will conduct a second interview before making a decision.

**QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?**

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