



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, 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.

DATES OF SERVICE

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

POSITION TITLE

Waste Prevention Educator



WASHINGTON COUNTY
OREGON
Solid Waste & Recycling

PROJECT PARTNER

Washington County Solid Waste & Recycling
<https://www.co.washington.or.us/HHS/SWR/>

POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Washington County Solid Waste & Recycling. The Waste Prevention Educator will build on the successes of previous AmeriCorps Members in the following ways:

- Support Solid Waste & Recycling’s community event engagement strategy. Inform event selection. Develop, test and evaluate new educational activities at events. Staff events and provide support to Master Recycler and Environmental Promoter volunteers who will also staff events. This engagement is a key opportunity to support community member access to new services including curbside collection for hard-to-recycle items, food scraps compost collection, curbside battery recycling and a reduced rate program for low-income households. (20%)
- Support PlanetCon. This community-led, County-supported event serves over 300 households at each event, and typically two are held each year. The events offer recycling for hard-to-recycle items, community swap and reuse as well as information and resources from over 30 community organizations. The event is supported by roughly 70

community volunteers. Member-provided support may include recruiting and coordinating with community organizations for tabling, promoting the event to community, supporting day-of-event logistics and tabling. (15%)

- Support Repair Fairs. Each year Washington County SWR organizes up to 10 Repair Fairs. These are free community events that bring volunteers and community members together to fix broken items, teach valuable repair skills, and learn from listening and doing. Last year approximately 90 people brought in 160 items for repair with a 50-70% repair rate for the year, and we look forward to seeing participation grow. Member-provided support may include recruiting volunteer fixers, promoting and staffing the events. (10%)
- Multifamily engagement. The Member will assist staff in offering technical assistance to multifamily property managers and providing education to multifamily communities to improve waste and recycling collection. The focus of this work will be on historically underserved communities. Assistance will include delivering educational materials; providing direct education through community presentations, door-to-door outreach and event tabling. The member will recruit Master Recycler volunteers to help with outreach and education efforts (35%).
- Depending on time, staffing, and other factors, the Member might work on:
 - Presentations to community groups
 - Drafting content for social media
 - Digital engagement campaigns, such as Goosechase – a free-to-play, downloadable application that the Washington County SWR leverages to engage community members in sustainable actions through fun, interactive play.

The Member will also 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):

- Develop relationships with program partners such as community groups, property managers and Master Recyclers.
- Develop, test and evaluate education activities at events.
- Provide direct public information to community members through presentations, door-to-door outreach and at community events.
- Identify and communicate material, information, and resource needs required to perform duties.
- Prepare and distribute education materials related to projects.
- Recruit, train and coordinate volunteers for waste reduction outreach activities.
- Collect and enter data related to outreach and education projects in Word, Excel, Salesforce and other programs as needed
- 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

- Possess excellent communication skills.
- Ability to serve as part of a diverse team.
- Able to work independently on assigned tasks, with supervisory support.
- Attention to detail and ability to meet established deadlines.
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Proficiency with Microsoft Word, PowerPoint and Excel.
- Possession of a driver's license valid in the State of Oregon and an acceptable driving record.
- Ability to engage in a significant amount of walking and the ability to lift up to 30 lbs. 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

- Ability to communicate orally and in writing in both English (advanced) and Spanish (intermediate).
- Possession of a 2- or a 4-year college degree with some education/training in communication, public relations, education, environmental studies or related fields.
- Experience supporting event production.
- We strongly encourage applicants who self-identify as part of a group that have been historically underrepresented in the environmental field to apply.
- Consideration may be given to applicants who live or have lived or worked within our service area.

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.
- Member will be supported with additional training dollars to participate in Recycling 101, a self-guided online course, to attend the Association of Oregon Recyclers annual conference and biannual forums.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).
- Member will be eligible for mileage reimbursement from the County for use of personal vehicle as agreed upon by County staff.
- Monthly TriMet public transportation pass available

PROJECT LOCATION & TRANSPORTATION INFORMATION

- Office Building: Public Service Building, 155 N. First Ave, Suite 160, Hillsboro, OR 97124
- Fieldwork at various locations throughout Washington County, Oregon
- Member will have access to County vehicles.
- Our office works hybrid schedules. Some days will be remote (from home) and others in the office.
- The member may elect to work exclusively in the office if preferred. A laptop will be provided for remote service.

HOW TO APPLY

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

Email the following items to Heather Robinson at heather_robinson@washingtonty.gov:

- **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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