



## **AmeriCorps Position Description**

**Position Title:** Volunteer & Communication Coordinator

**Project Sponsor:** Cascadia Green Building Council <http://cascadiagbc.org/>

**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](http://www.nwserviceacademy.org)

**Project Location:** 721 NW 9<sup>th</sup> Avenue, Portland OR 97209

**Position Summary:** Cascadia seeks a Volunteer & Communications Coordinator to strengthen its relationship with our extensive network of volunteer "branches" through the development of internal and external communication programs. This position will perform an assessment of current Branch and Volunteer communication needs (15%), inventory currently available resources to meet those needs (20%) and research emerging technologies and other tools (15%). The final product of this process will be a model communication plan that the member will implement, troubleshoot, and adapt as necessary (20%). Additionally member will develop and manage an internal volunteer program to meet staff volunteer needs (20%) and assist in the planning and implementation of branch summit(s) (10%)

Cascadia's mission is to lead a transformation toward a built environment that is socially just, culturally rich and ecologically restorative. We pursue our mission through a comprehensive program of education, outreach, advocacy and innovation. We offer targeted education through our workshops and branch activities. Our active network of volunteer-run branches keep the green building movement on its toes and locally relevant in 14 cities stretching across Oregon, Washington, British Columbia and Alaska. Together with our partners in the non-profit and for profit world, we advocate for progressive policies at the local and state levels. Finally, we are innovators. Our most prominent example of this is the Living Building Challenge – a game-changing green building performance standard, with over 60 projects currently in progress.

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

- Attend volunteer-run branch events
- Explore best practices for volunteer communications protocols (intra-community communication as well as outreach)
- Research, launch & support volunteer communication system (FMYI, Ning, Basecamp, Facebook, Wikis, etc.) and recommend system best suited to Cascadia's movement building and education goals
- Develop volunteer training materials
- Coordinate branch summit
- Plan & launch Cascadia blog (submissions standards, guidelines for volunteer bloggers, technical coordination)
- Evaluate volunteer program and identify areas for improvement
- Disseminate core concepts and relevant news to volunteer community
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

**Position Requirements:**

- Willingness to learn
- Passion for Cascadia's mission
- Strong phone etiquette and professional self-presentation
- MS Office Proficient
- Public speaking experience
- Extensive experience Web and Web 2.0 (blogging, Facebook, Twitter, etc.)
- Comfort working with new technology
- Independent Research Experience
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must 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:**

- Interest in green building issues and concepts
- HTML experience
- Mac savvy
- Entrepreneurial spirit
- Salesforce experience.
- Commitment to sustainability
- Sense of humor.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. The education award can be used to repay qualified student loans or 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.
- Professional development, trainings and networking opportunities.

**Transportation Information:**

- Office is located on major bus and MAX lines.
- Biking is encouraged – secure bike lockers and showers onsite.
- Cascadia will pay for all work-related travel away from Portland office.

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**Application Deadline:** On-going until filled.

**Interviews:** No set schedule. Open until filled.

**Service Dates:** September 20, 2010 - August 12, 2011

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email the following items to the Project Sponsor for this position – Bob Potter at [bob@cascadiagbc.org](mailto:bob@cascadiagbc.org):

- **résumé**
- **cover letter**
- **contact information for three references**

*The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.*

**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 [Sherrie Jackson](#) 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 or delivered to our office with an original signature (no fax).

**Questions about the position?** Contact: Bob Potter, 503.228.5533 ext 7#, [bob@cascadiagbc.org](mailto:bob@cascadiagbc.org) .

**General questions about AmeriCorps, NWSA or our recruitment process?** Contact:

Sherrie Jackson  
Recruitment Coordinator  
NWSA Lower Columbia Center  
55 SE Main Street  
Portland, OR 97214  
(503) 234-2383 ext 108  
(503) 232-0166 (fax)  
[sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org)

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