**POSITION DESCRIPTION**

**CONFLUENCE AMERICORPS PROGRAM**

The Confluence AmeriCorps program advances environmental justice through innovative partnerships with local organizations in the Portland metropolitan area. These positions are life changing service opportunities where the Member engages in addressing critical, environmental needs in low-income communities and communities of color. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and joining a cohort of other Confluence AmeriCorps Members for professional and leadership development opportunities (20%).

**DATES OF SERVICE**

September 6, 2017 – July 27, 2018 (11 months – 1700 hours)

**PROJECT PARTNER**

Forth

http://forthmobility.org/

**POSITION TITLE**

Program Specialist

**POSITION SUMMARY**

The Forth Mobility Fund is a state-supported nonprofit organization focused on growing Oregon’s electric vehicle industry and market. We are a small, dynamic organization with many opportunities for taking charge of projects and collaborating one-on-one with staff.

In Partnership with the Confluence Environmental Center, this position will interact with employer organizations, municipalities, community partners, and the public to help promote the use of electric vehicles, electric vehicle charging, and other clean transportation options such as electric bicycles and electric busses (30%). This AmeriCorps position that will serve with Forth Mobility Fund staff to educate school-aged children and provide pathways for education with Portland-area school districts and other youth groups (30%). The Program Specialist will also interact with the public and with community partners to promote electric vehicles to lower-income households in the communities most impacted by air pollution and tailpipe emissions, organizing “ride and drive” events, conducting public outreach, and assisting with related projects being developed by the Forth Mobility Fund (20%). The Member will also participate in Confluence led professional development activities: Professional Development Series, completing a Change Agent Project, team meetings, National Service events and other self-directed development opportunities (20%).

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

- Increase knowledge in underserved communities around the benefits of low-cost electric vehicles.
- Partner with staff, school districts, and youth groups to increase the awareness and enthusiasm for clean vehicles in and out of classrooms.
- Schedule and conduct tabling events, and interactive activities related to clean-air, and transportation electrification.
- Expand the number and type of volunteer opportunities available for the “EV Ambassador Program” within the organization.
- Conduct outreach activities to engage more racially or economically diverse individuals and organizations in electric mobility.
• Identify employers in lower-income communities whose employees would benefit from workplace charging support.
• Identify Affordable Housing Associations and Nonprofits whose residents could benefit from onsite electric vehicle charging.
• Increase access and opportunities to low-cost electric vehicle environmental justice communities.
• Complete and submit all necessary Confluence/AmeriCorps paperwork and reports in a timely manner.
• Abide by Confluence and AmeriCorps program policies.
• Attend and complete all Confluence/AmeriCorps training and service requirements including orientation, training’s, team meetings and national service days.
• Wear Confluence uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

POSITION REQUIREMENTS
• Strong writing and communication skills
• Comfortable speaking on the phone
• Outgoing and engaging with others
• Attention to detail
• Interest in electric vehicles and/or other forms of clean transportation.
• Familiarity with low-income communities and/or communities of color.
• Serve occasional evenings and weekends.
• Any combination of experience and education equivalent to 2-4 years.
• Must have a valid driver’s license, clean driving record (in accordance with organizational policy) and ability to provide documentation in a timely manner.
• Willingness/openness to learn about and discuss racial equity and social justice issues.
• A cooperative manner and the ability to serve as part of a diverse team.
• 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 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 the Individuals State of Residence, State of Service, and FBI criminal identification systems. Also, must obtain a satisfactory report from the National Sex Offender Public Website (NSOPW) prior to the start of the position.
• Regular and reliable attendance and dependability.
• AmeriCorps Members can enroll in multiple terms of service that add up to the value of two full-time education awards. In other words, you can blend summer, part-time and full-time service positions and receive awards as long as the combined service terms don’t exceed two full terms. You can also serve additional terms and elect not to receive an award. Please see http://www.nationalservice.gov/resources/ed-award/multiple-terms for full information.

PREFERRED QUALIFICATIONS
• Event organization experience
• Ability to speak more than one language (such as English and Spanish)
• Public speaking skills
• Experience working with children in an educational setting
• Creativity

MEMBER BENEFITS INCLUDE
• A taxable, monthly living allowance ($12,630 paid over the term of service).
• Upon successful completion of a term of service, eligible Members receive an education award of $5,815. 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).
• Child care allowance for those who qualify.
• May be eligible for Supplemental Nutrition Assistance Program (SNAP).
• Professional development, trainings and networking opportunities.
• $100 training fund available.

PROJECT LOCATION
• The Forth office is located at 1732 NW Quimby St, Suite 240, Portland Oregon 97209
• The Go Forth Electric Showcase is located at 901 SW 1st Avenue Portland OR 97204

TRANSPORTATION INFORMATION
• If off-site transportation is required, a company vehicle can be provided contingent on a driver’s license and clean driving record. Use of a company electric-assist bicycle is also encouraged.

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

Project Supervisors will conduct all initial interviews and recommend top candidates to Confluence by **July 21, 2017**. Confluence will conduct final interviews and offer positions throughout August 2017. Here’s how to apply:

**STEP 1: Apply to Project Supervisor:** Email the following to: Zach Henkin, ZachH@forthmobility.org, 503-724-8670.
- résumé
- cover letter (1 page)
- contact information for three references

**STEP 2: AmeriCorps Application:** Applications are completed online at the [AmeriCorps website](https://www.americorps.gov) and include:
- **AmeriCorps Application** – Filled out and submitted to a Confluence position
- **Two On-Line References** – Included in the online application.
- **Online Certification Form** – This form is included in the online application or it can be found on the [Confluence website](https://www.confluencecenter.org). It can be mailed, faxed or emailed to the Confluence Office.

**STEP 3: Confluence Interview & Placement:** Final interviews cannot be conducted until Step 1 & 2 are complete.

QUESTIONS ABOUT AMERICORPS? CONTACT:
Sherrie Jackson
Operations Coordinator | Confluence Environmental Center, AmeriCorps Program
5441 SE Belmont Street, Suite 25, Portland, OR 97215
503-719-6779 | sjackson@confluencecenter.org