

## POSITION DESCRIPTION

### CONFLUENCE AMERICORPS PROGRAM

The Confluence AmeriCorps program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. These positions are life changing service opportunities where the Member addresses critical, environmental needs in low-income communities and communities of color. This position is a dynamic combination between serving a community on a dedicated project (80%) and joining a cohort of Members to engage in professional and leadership development activities (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, 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 engaged in predominantly white spaces, 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 11, 2019 – July 31, 2020 (11 months – 1700 hours)

### POSITION TITLE

Tree Equity Coordinator

### PROJECT PARTNER

City of Portland, Environmental Services Bureau, Environmental Services Tree Program  
[www.portlandoregon.gov/bes/trees](http://www.portlandoregon.gov/bes/trees)



### POSITION SUMMARY

The Environmental Services Tree Program works for clean rivers, healthy watersheds and livable, sustainable communities through planting, promoting, and stewarding urban trees in close collaboration with community partners and residents. In acknowledgement of the myriad benefits to human and watershed health provided by urban trees and other green infrastructure, we pursue equity in service delivery.

This position is a partnership between Confluence Environmental Center, AmeriCorps Program and Bureau of Environmental Services, Tree Program. The Tree Equity Coordinator will assist the Tree Program to plan and develop urban forest and sustainable stormwater capacity in low-tree-canopy, low-income, racially diverse communities in Portland. This position will build on the successes of previous AmeriCorps Members and will serve closely with the Stormwater Outreach Coordinator to develop and implement outreach and education programming. The AmeriCorps member will connect with community groups, organizations, committees and leaders to cultivate partnerships for potential projects (30%); develop and organize materials, activities and events to foster tree stewardship (25%); and plan and execute tree plantings and stewardship activities in low-tree-canopy, low-income, racially diverse communities in close cooperation with partners (25%).

The Member will participate in Confluence led leadership development activities which include: Leadership Development Program, team meetings, National Service events and other self-directed development opportunities (20%).

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

- Support Environmental Services' sustainable stormwater management and human health and safety goals by encouraging community investment and stewardship in clean rivers, healthy watersheds, and livable, sustainable communities.
- Develop, plan, and execute tree planting and stewardship projects in close partnership with community organizations and city bureaus and programs with a focus on opportunities in low-tree-canopy, low-income, racially diverse communities.
- Develop relationships with communities representing Portland's underserved populations to reach out and provide education.
- Act as liaison between the City and interested neighborhoods, community and business groups, and individuals.
- Complete and submit all necessary paperwork and reports in a timely manner; abide by program policies; attend and complete all training and service requirements.

#### **POSITION REQUIREMENTS**

- Experience with diverse populations, particularly communities of color, immigrants, and people with limited economic resources.
- Possession of a valid driver's license with a clean driving record and the ability to provide documentation.
- Ability and willingness to serve outdoors, in inclement weather and lift up to 40 lbs.
- Ability to serve independently and develop individual learning goals, projects goals, measurable outcomes, timelines, and reporting.
- Communicate and interact in a positive, responsible, respectful manner with various populations such as: project partners, colleagues, community volunteers, students, and the general public.
- Serve occasional evenings and weekends.
- Strong organizational and interpersonal communication skills, e.g., the ability to manage multiple assignments simultaneously with a positive attitude about interacting with people by phone, by email, and in person.
- Experience with education, outreach and/or community engagement with adults and/or youth.
- Desire to serve a diversity of people to promote education, environmental stewardship, and an ethic of service.
- 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; U.S. citizen, national or lawful permanent resident; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check.

#### **PREFERRED QUALIFICATIONS**

- Ability to speak a language other than English (especially any of the "Safe Harbor" languages <https://www.portlandoregon.gov/transportation/72502>).
- Reside in a low-tree-canopy, low-income community or community of color in Portland.
- Desire and ability to recruit, assist, and motivate volunteers.
- Interest/experience in urban forestry, natural resources, stormwater management, and/or environmental science.
- Familiarity with the region
- Experience with GIS, mapmaking, and storytelling.

#### **MEMBER BENEFITS INCLUDE**

- \$13,992 living allowance paid over the 11-month term of service (approx. \$1,272 monthly, before taxes).
- \$6,095 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).

#### PROJECT LOCATION & TRANSPORTATION INFORMATION

- The office is in downtown Portland at 400 SW 6<sup>th</sup> Ave, 2<sup>nd</sup> Floor, Portland, OR, 97204 (a.k.a. the 400 Bldg.) Service in the field will take place in a variety of locations in the city of Portland, primarily in east Portland.
- Service sites are accessible by public transportation and by bike.
- City vehicle is available for service activities as needed. Member is covered by City's vehicle insurance policy.
- Bike parking is available at the 400 Bldg.

#### HOW TO APPLY

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

Email the following items to Amy Chomowicz at [Amy.Chomowicz@portlandoregon.gov](mailto:Amy.Chomowicz@portlandoregon.gov) or call 503-823-5323:

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

**STEP 2: Apply to Confluence:**

- **Complete [AmeriCorps Application](#)**
- **Final interviews** and offers positions.

**QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?**

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