



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, is a predominantly white space, 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 7, 2022 – July 28, 2023 (11 months – 1700 hours)

POSITION TITLE

Volunteer Coordinator

PROJECT PARTNER

Cascade Relief Team

<https://www.cascaderelief.org/>



POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Cascade Relief Team (CRT). Cascade Relief Team is looking for an individual who is passionate about helping others and empowering communities affected by disaster by partnering with other organizations and leading the way through volunteer efforts. Our ideal candidate would be eager to see our mission statement come to life and will represent the Cascade Relief Team at the Clackamas County Long Term Recovery Group and other partner meetings. The role of our Volunteer Coordinator will be to provide research, collaboration and insight into the recovery process as they source potential resources and volunteers to the community they are working with (40%). Additionally, the Member will support CRT's Executive Director with safety coordination for volunteers and staff as needed (10%). The Member will also support the Clackamas County Long Term Recovery Group, specifically they will co-chair the Volunteer Management Committee for Clackamas County (30%).

The Member will 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):

- Cultivate relationships with Cascade Relief Team employees and partners.
- Source volunteers through local and online outreach and new and existing partnerships.
- Maintain an up-to-date volunteer database, including intake of availability, skills and hours completed, matching volunteers with opportunities and ensuring proper training is received.
- Prepare codes of conduct and operating procedures to uphold the organization's values.
- Research similar programs involved in disaster work and initiate relationships.
- Work with HR to set up a new employee on-boarding process for safety.
- Assist the Clackamas County Long Term Recovery Group and accompanying sub committees, bringing new ideas and perspective to the recovery efforts of the community.
- Co-chair the Clackamas County Volunteer Management Committee.
- 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

- Serve with Disaster Case Manager(s), Unmet Needs Committee, and Construction Committee to determine needs and priorities of client, and use of volunteers for construction projects.
- Match needs with affiliated organizations offering volunteer services, making sure roles of volunteers fit their eligibility, knowledge and skills.
- Research and recommend organizations to the Long Term Recovery Group Sub-Committees and Cascade Relief Team.
- Maintain list of Board approved volunteer organizations the committee may coordinate with.
- Able to take the lead on development of individual learning goals, project goals, measurable outcomes, timelines and reporting.
- Communicate and interact in a positive, professional manner with various populations, such as project partner(s), staff, stakeholders, volunteers, youth and the general public.
- Effective, respectful communication in-person and via Zoom, email, phone, presentations, and written report
- Source and vet resources for CRT to provide for Natural Disaster Survivors.
- Coordinate and support the work of volunteers and staff.
- 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

- Self-motivated and eager to reimagine and bring a fresh perspective to the disaster recovery and relief field.
- Any combination of experience and education equivalent to 2-4 years.
- Ability to analyze and translate data-based findings into clear, relevant, and actionable insights via presentations.
- Experience organizing training curriculum that honors company ethics and conduct, is engaging and allows trainees the maximum opportunity to participate.
- Bilingual (Spanish preferred).
- Proficiency with database management (Salesforce, SUMAC, or similar) and communication software (Microsoft teams, Basecamp, etc.).
- Experience with Microsoft Office Suite (Word, Excel, Publisher, PowerPoint) and Google Suite (Sheets, Docs, Forms).
- Wordpress, social media, and/or graphic design.

MEMBER BENEFITS INCLUDE

- \$16,502 living allowance paid over the 11-month term of service (approx. \$1,500 monthly, before taxes).
- \$6,495 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

- Primarily a remote position based in Portland, Oregon
- Office 1428 Liberty St. NE Salem, Oregon 97301
- Personal vehicle may be needed to travel for volunteer events and a company gas card will be provided for fuel.

HOW TO APPLY

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

Email the following items to Marc Brooks at Marc@cascaderelief.org, (503) 967-1400:

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

STEP 2: Apply to Confluence:

- **Complete [AmeriCorps Application](#).** Basic information will suffice, or submit resume to the [HelpDesk](#) to request autofill. Once completed, submit to the Confluence position.

QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?

Ashlie Tainer | Operations Coordinator | 503-719-6779 | atainer@confluencecenter.org