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 4, 2024 – July 25, 2025 (11 months – 1700 hours)

POSITION TITLE
Education and Grants Coordinator

PROJECT PARTNER
City of Portland, Environmental Services Bureau,
Community Watershed Stewardship grant
https://www.portland.gov/bes/grants-incentives/community-watershed-stewardship-grants
Clean Rivers Education https://www.portland.gov/bes/clean-rivers-education

POSITION SUMMARY
This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, the Bureau of Environmental Services, Clean Rivers Education and the Community Watershed Stewardship (CWSP) programs.

The Clean Rivers Education Program offers free K-12 classroom and field science programs focused on Portland watersheds, water quality, stormwater and wastewater. The Member will support Clean Rivers Education classroom and field trip programs. The work includes time outdoors in all weather, often on uneven terrain. Field programs take place in Portland parks and natural areas (40%).
The Community Watershed Stewardship Program (CWSP) connects with community groups, organizations, schools and businesses to cultivate partnerships for potential projects and stewardship activities. These partnerships may be in the form of a grant-funded project led by community members (40%).

The Education and Grants Coordinator 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 Clean Rivers Educators in classroom lessons and outdoor field trips.
- Independently lead small groups of students in field science activities such as water quality testing, plant identification, nature hikes and macroinvertebrate sampling during field trips.
- Conduct outreach with community groups to apply to the CWSP Stewardship Grant Program.
- Support community stewardship projects in close partnership with community organizations and City bureaus with a focus on low-income, racially diverse communities.
- 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

- Interest and experience working with youth (K-12).
- Ability and willingness to work outdoors, work in inclement weather, occasionally work evenings, and weekends, and to lift up to 40 lbs.
- Ability to work independently and develop individual learning goals, projects goals, measurable outcomes, timelines, and reporting.
- Experience with diverse populations, particularly communities of color, immigrants, and people with limited economic resources.
- Strong organizational and interpersonal communication skills.
- Possession of a valid driver’s license with a clean driving record and the ability to provide documentation.
- Desire to serve diverse communities to promote education, environmental stewardship, and an ethic of service.
- Openness to learning about and discussing racial equity and social justice issues, and 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 speak a language other than English (especially any of Portland Languages List languages [https://www.portland.gov/officeofequity/language-access/language-list-and-guidance#toc-city-of-Portland-language-list](https://www.portland.gov/officeofequity/language-access/language-list-and-guidance#toc-city-of-Portland-language-list)
- Reside in a low-income community or community of color in Portland.
- Interest/experience in natural resources, stormwater management, and/or environmental science.
- Familiarity with the region is helpful, but not required.
- Experience with data collection, data entry, and GIS desired but not required.

MEMBER BENEFITS INCLUDE

- $19,200 living allowance paid over the 11-month term of service (approx. $1,745 monthly, before taxes).
• $7,395 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 such as EDI and Environmental Justice (trainings valued at ~$23,000).
• May be eligible for Supplemental Nutrition Assistance Program (SNAP).
• Monthly TriMet passes available.
• Mileage Reimbursement for Confluence Trainings.
• May be eligible for free BIKETOWN membership.

PROJECT LOCATION & TRANSPORTATION INFORMATION
• The office is in downtown Portland at 1120 SW 5th Ave, 6th Floor, Portland, OR, 97204 (a.k.a. Portland Bldg.)
  Service in the field will take place in a variety of locations in the city of Portland.
• Service sites are accessible by public transportation and by bike.
• Hybrid work schedule available for some functions.

HOW TO APPLY

| STEP 1: Apply to Project Supervisor: (Conducts first round interviews and recommends top candidates to Confluence) |
| Email the following items to Megan Hanson at megan.hanson@portlandoregon.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?
Megan Brown | Recruitment and Program Coordinator | 503-719-6779 | mbrown@confluencecenter.org