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%).

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
Energy & Sustainability Project Coordinator

PROJECT PARTNER
Portland Public Schools
pp.s.net/sustainability

POSITION SUMMARY
This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and the Portland Public Schools (PPS) Energy & Sustainability Team. The Member will advance PPS’ climate action goals to make PPS more sustainable and equitable, shifting our organizational culture and creating a healthier, lower impact, and more empowered school community.

The Member’s time with PPS will be split into 3 complimentary parts, related to climate action at PPS:
1. Support school-based climate action projects. Collaborate with students and school based staff to share resources and provide support on project implementation.
2. Grow a culture of stewardship by connecting with community groups, organizations, schools and businesses to care for school grounds and promote clean outdoor learning and play spaces.
3. Share out school climate stories and districtwide climate initiatives through monthly newsletters, presentations, weekly social media posts, and tabling.
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.

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

● **Supporting School-based Climate Projects (30%)**
  ○ **Student-led climate projects** - students at every PPS middle and high school will have $15,000 to spend on student led projects. This position will help support students who are implementing projects related to Energy reduction, greening schoolyards, recycling, and reducing food waste.
  ○ **School Sustainability Champions Teacher Network** - help coordinate the implementation of on-the-ground climate action in schools.
  ○ **Strategic Energy Management (SEM) support** - Support PPS enrollment in the Energy Trust of Oregon’s SEM program by engaging with schools and maintenance staff to lower energy consumption across PPS.

● **Event Organizing (25%)**
  ○ **Schoolyard Stewardship** - organize litter pick up/garden maintenance events twice a month throughout the fall, spring, and summer months. Facilitate volunteer recruitment, event communication, volunteer database tracking, and relationships with community partners.
  ○ **Climate Fairs & Youth Summit** - organize speakers, presentations, workshops, sponsors, and exhibitors for events focused on middle and high schools.

● **Communications (15%)**
  ○ **Storytelling** - help collect and tell school climate action stories from around the district through a monthly newsletter, weekly Instagram stories, and more.
  ○ **Design & Promotion** - help create outreach materials for events and programs, and educational resources for climate action projects.

● **Outreach & Education (10%)**
  ○ **Climate Presentations** - develop and deliver presentations about the PPS Climate Crisis Response Policy, or other climate related topics, to classes of all ages.
  ○ **Waste Education Presentations** - develop educational materials to support the sorting of waste in schools.
  ○ **Tabling** - attend family engagement nights, PTA meetings and other neighborhood events to grow awareness around PPS sustainability.

● **Confluence Environmental Center Trainings & Events (20%)**
  ○ 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

● Access to reliable transportation (i.e. transit, bike, vehicle).
● Ability to engage a range of audiences and stakeholders with thoughtful and clear communication, both written and verbal.
● Interest in sustainability and climate justice.
● Ability and willingness to work outdoors and on evenings/weekends (up to twice a month).
● Experience with Google Suite (GMail, Google Docs, Google Sheets, Google Calendar).
● 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
- Must have earned a Bachelor’s Degree.
- Great organization and time management skills.
- Experience working with/leading volunteers.
- Experience with outreach and social media.
- Experience in engagement platforms similar to newsletters, social media, website management, video, and/or photography.
- Spanish, Russian, Vietnamese, Chinese, or other language proficiency.

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 (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.
- Mileage reimbursement and conference/workshop/training associated fees provided by PPS.
- Promotion of work on webpage and social media

PROJECT LOCATION & TRANSPORTATION INFORMATION
- Prophet Education Center (PEC) District Building
  501 Dixon St, Portland, OR 97227
  Occupied Indigenous land of the Clackamas tribe, Cowlitz tribe, Confederated Tribes of the Grande Ronde, and Confederate Tribes of the Siletz
- PPS Schools: District map of sites
- Our office is currently using a hybrid model of both in-office and remote days.

HOW TO APPLY

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

Hiring Timeline:
- Apply by July 12, 2024.
- Interviews will be conducted the week of July 22 - 26, 2024.
- Top candidates recommended to Confluence by July 31, 2024.
- Top candidate interviews with Confluence in August 2024.
- Candidate notified of selection by September 1, 2024.
- Start position in early September 2024.

Email the following items to Ari Ettinger at Sustainability@pps.net:
- 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.