



AmeriCorps Position Description

Position Title: Community Involvement Coordinator

Project Sponsor: Friends of Zenger Farm <http://www.zengerfarm.org/>

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships.
www.nwserviceacademy.org

Project Location: 11741 SE Foster Road, Portland, Oregon, 97266

Position Summary: The Community Involvement Coordinator will develop and implement all aspects of community outreach and involvement at Zenger Farm integrating volunteers and community members into farm-based service-learning and environmental education programs for local youth, families and farmers. The member will continue to develop, refine and implement systems to recruit, train and engage community volunteers on the farm and in the local region. Program coordination goals include continued development and implementation of volunteer recruitment and training activities (40%), coordination of community involvement in animal husbandry and farm activities (40%), outreach and community tabling about FZF programs (10%), integration of community involvement with existing education programs (10%). Through these efforts the member will affect an expansion of community involvement in existing programs to engage local and Portland community members with FZF programs.

General Responsibilities (to include, but not limited to):

- Assess, refine and implement the current recruitment, training, coordination and tracking system for community involvement.
- Assist with community member involvement in on-site animal husbandry projects.
- Conduct community outreach to increase volunteer involvement in Zenger Farm programs and activities.
- Collaborate with FZF staff to integrate interested community volunteers in program activities.
- Coordinate and host seasonal work parties at Zenger Farm
- Support on-site educational programs and create opportunities for community engagement and skill sharing.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Travel and attend meetings in various locations in the region
- Communicate and interact in a positive, professional manner with various populations such as; project partners, colleagues, community volunteers, students and the general public.
- Serve occasional nights and weekends
- Strong organizational and interpersonal communication skills

- Ability to serve as part of a team
- Willingness to ask questions for clarification and job completion
- An independent, self motivated, creative and resourceful individual
- 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 an education 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 NWSA and/or Project Sponsor Agency.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

- Interest, training or experience around farming, experiential education and/or food system advocacy
- Strong communication skills
- Ability to work with diverse populations
- Interest, education and/or experience in natural resources and environmental issues
- Ability to work independently on projects

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. 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; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities

Transportation Information:

- Project site is accessible by public transportation.
- Personal vehicle is recommended to get to service site.

Application Deadline: On-going until filled.

Interviews: No set schedule. Open until filled.

Service Dates: September 15, 2008 – August 18, 2009

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email your résumé and cover letter to the Project Sponsor for this position - [Beth Gentry](mailto:beth@zengerfarm.org) at beth@zengerfarm.org. Please include the names & contact information for three references. The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have logged in, create an application by clicking “Applications” under the “My AmeriCorps” menu.

3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **Northwest Service Academy**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the position? Contact: Beth Gentry at beth@zengerfarm.org or 503-282-4245.

General questions about AmeriCorps, NWSA or our recruitment process? Contact:

Sherrie Jackson
Recruitment Coordinator
NWSA Lower Columbia Center
55 SE Main Street Portland OR 97214
503-234-2383 ext 108
fax 503-232-0166
email: sherrie.jackson@esd112.org

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