



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: May 2008 – January 2009

Length of Term: 40+ hours per month over 10 months. 450 hours.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: May 1, 2008

Position Title: Sylvania Sustainability Assistant (2 positions)

Project Partner: Portland Community College, Sylvania Campus. PCC Sustainability Initiative (www.pcc.edu/sustain)

Partnering Organization's Mission: Portland Community College is committed to becoming a leader in academic programs and operational practices that model the sustainable use of resources, so that the needs of current generations are met without impairing the ability of future generations to meet their own needs.

Project Location: 12000 SW 49th Ave., Portland, OR 97219

Transportation Information: TriMet bus line #44 and intercampus shuttle system: (www.pcc.edu/resources/parking/shuttle)

Position Summary: Sylvania Sustainability Assistant will work with the District Sustainability Coordinator on campus-specific environmental projects. Member will have the opportunity to develop and implement sustainability programs in a progressive environment by working cooperatively with sustainability coordinator, faculty, and staff. The position is flexible to allow for independent work and project development. Member can increase program development skills, learn about waste diversion, gain experience in higher education sustainability, and increase communication and networking skills.

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

1. Plan and strategize education and outreach programs based on goals of the college and the current environment.
2. Create promotional materials for education and outreach, including marketing slogans and catch phrases.
3. Reach out to student body through tabling, class raps, and other creative means.
4. Form positive partnerships with ASPCC and ASPCC Sustainability Senator.
5. Actively participate in Sylvania Green Team committee and follow through Green Team delegated responsibilities.
6. Organize and plan events in cooperation with Sustainability Coordinator and Green Team.
7. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
8. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
9. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Knowledgeable in word processing and Microsoft Office suite.
2. A self-starter and comfortable using Google as a research tool when information is lacking.
3. Ability to actively participate in meetings and work with campus community in a positive manner.
4. Represent Sustainability Initiative in a professional manner.
5. U.S. citizen, national or lawful permanent resident.
6. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
7. Ability to commit to the full term of service for which they are applying.
8. Submit to a criminal history background check and National Sex Offender Registry search.
9. Regular and reliable attendance.

Preferred Qualifications:

1. Graphic design and marketing experience a plus.
2. One year of experience with higher education sustainability is preferred.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,250. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for 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 a portion of the accrued interest on qualified loans, which is taxable).

How to apply:

Email your resume to links.recruitment@esd112.org and Alliyah.mirza@pcc.edu. Include the position title in subject line.

Questions about the project? Contact: Alliyah Mirza, Sustainability Coordinator, 503-977-8581, Alliyah.mirza@pcc.edu.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

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Vancouver, WA 98661

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f 360) 360-694-2491
links.recruitment@esd112.org

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www.esd112.org/LINKS