



## **AmeriCorps Position Description**

**Position Title:** Restoration Coordinator

**Project Sponsor:** Three Rivers Land Conservancy

**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](http://www.nwserviceacademy.org)

**Project Location:** 1675 South Shore Blvd., Lake Oswego, OR 97035 (with field work at various locations throughout the greater Portland Metro area).

**Position Summary:** The Restoration Coordinator will: coordinate restoration and monitoring on Three Rivers conserved properties; collect, analyze and display ecological monitoring data; and facilitate communication with conservation landowners and project partners.

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

- Assist in monitoring of conservation easements and restoration sites in the Three Rivers service area and record and display monitoring data in photo archives, database and GIS/GPS mapping programs (including WIMS).
- Revise, upgrade and digitize stewardship files for all Three Rivers' properties
- Develop and/or implement restoration plan(s) for land protected in the Three Rivers' portfolio.
- Help recruit volunteers and partner agencies/organizations to assist in ecological restoration/research.
- Oversee and serve with volunteers and contract crews in invasive plant removal and track and report volunteer/partner hours, contributions and acres treated.
- Map and evaluate invasive plant infestations and set up and conduct ecological monitoring at restoration sites.
- Proper and safe use of hand and power tools, including maintenance and upkeep of tool storage, work space and restoration tools/equipment.
- Learn and implement mechanical and/or chemical treatment methods of invasive plant control and associated plant identification as well as proper planting, restoration and monitoring techniques.
- Actively participate in TRLC team projects, staff meetings, retreats and activities.
- Serve on various resource conservation projects, including trail maintenance and construction.
- 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:**

- Experience and/or education in botany, biology, ecological restoration and/or research
- Familiarity with computer programs for gathering and displaying data and skills in electronic communications, including email, Word, Excel, Access and GIS software.
- Ability to get along with others, respecting diverse opinions and viewpoints, serving effectively within a team.

- Physical ability to travel up to five miles per day on uneven terrain and lift up to 40 pounds.
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.) and harvest native materials for construction or planting projects.
- Communicate and interact in a positive, professional manner with various populations, such as: project partners, colleagues, community volunteers, scientists, and landowners.
- Commitment to the goals and mission of Three Rivers Land Conservancy.
- 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:**

- Experience in database management and/or gathering/displaying data in GIS/GPS
- Knowledge of Pacific Northwest ecology, plants and animals
- Experience with invasive species removal
- Interest in serving in ecological restoration and stewardship in future

**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:**

- A personal vehicle is required for project-related travel.

---

**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 – [Laura O’Leary at loleary@trlc.org](mailto:loleary@trlc.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: Laura O'Leary at [loleary@trlc.org](mailto:loleary@trlc.org) or (503) 699-9825

**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](mailto:sherrie.jackson@esd112.org)

AN EQUAL OPPORTUNITY EMPLOYER