



## AmeriCorps Position Description

**Position Title:** Solar Program Coordinator

**Project Sponsor:** City of Beaverton [www.beavertonoregon.gov](http://www.beavertonoregon.gov)

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

**Project Location:** Beaverton, Oregon

**Position Summary:** The City of Beaverton is interested in creating a bulk solar purchasing program for residents similar to those that have proven successful in Portland. The Solar Program Coordinator will research similar programs throughout the region and country, develop a plan to bring cost-effective bulk solar options to our residents, create a Request For Proposal via city process to select a vendor(s), work with the vendor(s) to develop an implementation plan, and provide an outreach plan that will educate community members about the benefits of solar power. The Solar Program Coordinator will measure and report the outcomes of the program to City staff and will do the groundwork for City staff to continue the program in the future. The Solar Program Coordinator will provide the opportunity for more affordable renewable energy to Beaverton residents.

Research programs and choose options to implement (25% of total project time), Implement program and coordinate outreach activities with City staff and vendors (65% of total project time), Report and create a template to duplicate in years to come (10% of total time).

The City of Beaverton's mission is to preserve and enhance Beaverton as a responsive, dynamic, attractive and safe community.

### **Essential Functions (to include, but not limited to):**

- Demonstrate excellent customer service and communication.
- Research options for solar purchasing.
- Create a project plan.
- Coordinate, plan and execute community workshops and registration process.
- Work with City staff on permitting to prepare for the program.
- Write a report outlining results and process.
- Complete and submit all necessary City of Beaverton, NWSA and AmeriCorps paperwork and reports in a timely manner.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Give presentations with some evening and weekend work required.

### **Position Requirements:**

- Understanding of Climate Change issues and the ability to convey this information to citizens in an easy to understand manner.
- Knowledge of solar power technology and alternative energy.
- Operate independently, but with respect of government process.
- Marketing, communication and listening skills.
- Project management skills.
- Ability to communicate with public while representing the City in a non partisan, professional and courteous manner.
- Knowledge of and experience using Microsoft Office Suite.
- Must have a valid driver's license, clean driving record and ability to provide documentation.

- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Applicant must be 18 years of age or older at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which you are applying.
- 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:**

- Strong organizational skills.
- Project management skills.
- Public speaking skills.
- Knowledge of city planning and permitting processes.
- Experience delivering technical information to a non-technical audience.
- Strong writing skills.

### **Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,250).
- Training fund of up to \$500.
- Upon successful completion of a term of service, eligible members receive an education award of \$4,725. The education award can be used to repay qualified student loans, 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.
- The City of Beaverton provides the opportunity to become part of a team of individuals equally committed to service to the environment and to the community.

### **Transportation Information:**

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Project site is accessible by public transportation.
- (pending availability) Monthly/annual transit passes are available for service activities and will be provided by the project sponsor.
- The primary location of service will be at City Hall, however there will be occasional meetings at other locations.

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**Application Deadline:** July 28, 2010

**Interviews:** No set schedule. Open until filled.

**Service Dates:** 11 months, full time starting in late August

**NWSA Center:** Lower Columbia Center

**Type of position:** Professional Placement (P2)

### **How to apply:**

**Step 1** - Email the following items to Cindy Tatham at [ctatham@ci.beaverton.or.us](mailto:ctatham@ci.beaverton.or.us)- No phone calls or visits please:

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

**Step 2** - Complete your application to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website [“How to Apply”](#) page and submitted to [Rob Loucks](#) via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application **or** a form is available on our website.
- **Certification Form** - This document must be mailed to our office with an original signature.

<b>For questions about the position</b>	<b>For general questions about P2, AmeriCorps, or Northwest Service Academy</b>
Cindy Tatham <a href="mailto:ctatham@ci.beaverton.or.us">ctatham@ci.beaverton.or.us</a>	Rob Loucks Professional Placement Coordinator NWSA Lower Columbia Center 55 SE Main Street, Portland, OR 97214 503-234-2383 ext 118 fax 503-232-0166 <a href="mailto:rob.loucks@esd112.org">rob.loucks@esd112.org</a> <a href="http://www.p2professional.org/blog/">www.p2professional.org/blog/</a> <a href="http://www.nwserviceacademy.org">www.nwserviceacademy.org</a>

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