



2018 OUTREACH SPECIALIST (JANUARY - DECEMBER)

ABOUT EARTHCORPS:

EarthCorps is a Seattle-based nonprofit organization with a mission to build a global community of leaders through local environmental service. EarthCorps' Corps Program is an intensive year-long training program that unites young adults (ages 18-25) from across the United States and around the world to learn skills in community building, habitat restoration, and leadership. EarthCorps program participants are part of a diverse group of emerging environmental leaders committed to teamwork, service, and personal growth.

POSITION SUMMARY:

The Outreach Specialist is an AmeriCorps position with EarthCorps. This position supports the work of the EarthCorps volunteer team by recruiting and leading community volunteers in the field.

This position spends 50% of their time working outdoors in the field and 50% of their time in an office setting. Field work includes onsite leadership of volunteers of all ages, invasive plant removal, and native plant installation as well as maintaining tools and equipment. Office tasks include using online tools to attract and track community volunteers of all ages, designing and implementing outreach activities for a variety of audiences, and targeted recruitment for community volunteer events. The outreach specialist will spend 10% of time in training workshops or in office assisting with field work preparation or documentation. The outreach specialist will also serve as an informal advisor and mentor to EarthCorps crews.



This position is supervised by the Volunteer Program Manager and works closely with the Communications Manager. It is offered through the Corporation for National and Community Service (CNCS). As such, all applicants must meet the requirements to become an AmeriCorps member and abide by AmeriCorps policies.

DUTIES AND RESPONSIBILITIES:

Project Support:

- Lead high quality, safe, and educational volunteer events every Saturday and some weekdays.
- Assist project managers with field projects, volunteer events, and site documentation.
- Prepare oral and written reports, including photos of volunteer events, daily work logs, work project summaries, equipment use and maintenance logs, and incident reports.
- Complete non-volunteer field projects as needed by the organization.
- Maintain EarthCorps Volunteer Program materials, tools & vehicles.
- Assist in the ordering, purchasing, and maintaining of program supplies as needed.
- Foster and encourage leadership development and interaction among corps member program participants.
- Lead by example while serving alongside EarthCorps restoration and volunteer crews in all weather conditions.
- Motivate, educate, and inspire EarthCorps volunteers.

Outreach & Communication:

- Support EarthCorps Volunteer Recruitment:
 - Work with the Communications Manager to maintain consistent messaging about the organization and volunteer program.
 - Represent EarthCorps at various tabling events and similar opportunities.
 - Assist with social media presence including Facebook, Instagram and Twitter.
 - Post volunteer opportunities on various recruitment sites.

LOCAL RESTORATION | GLOBAL LEADERSHIP

6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312 www.earthcorps.org

- Support EarthCorps Volunteer Relationships:
 - Maintain volunteer records in Salesforce database.
 - Produce written communication with volunteers such as thank you emails.
 - Coordinate and deliver presentations about EarthCorps opportunities to corporate, school and other groups.
- Demonstrate sensitivity to and awareness of cultural differences and commitment to working in an inclusive environment.
- Conduct effective and timely communication with Volunteer Program Manager and Communications Manager.
- Strive for professional, clear, and open communication amongst staff and corps.

TERMS OF SERVICE:

- STATUS: Temporary, exempt
- PERIOD OF SERVICE: January 9 - December 14, 2018
- TYPICAL HOURS OF SERVICE: 7:20 a.m. - 5:30 p.m. Tues-Saturday, alternating Tuesdays off (1/2 hour lunch does not count towards AmeriCorps hours), some evenings, overnights, and weekends are required
- RATE OF PAY: Stipend of \$1925/month

Habitat restoration is physically demanding service that takes place outdoors in all weather conditions. Each year new members consistently underestimate the physical and mental requirements. The Outreach Specialist must both have the capacity to perform restoration tasks in challenging physical situations and ability to motivate others. Service regularly involves:

- Long days of repetitively shoveling, digging, and swinging heavy tools.
- Heavy lifting up to 50 lbs. and bending.
- Working, eating, and sometimes camping in the outdoors in all weather conditions, including heat/cold/rain
- Walking on steep or uneven terrain up to 8 mi. (13 km) while carrying 40 lbs. (18 kg) of weight.
- Performing herbicide applications.

Please consider the nature of the work prior to applying and let us know if you have any specific questions or concerns.

REQUIRED SKILLS

- WA state driver's license and comfort driving 12 passenger vans and large trucks.
- Familiarity with restoration techniques and natural history of urban green spaces of the Pacific Northwest.
- Capacity to delegate, multitask, stay organized and be responsive.
- Professional and positive attitude and experience in a customer service setting.
- Effective cross-cultural communication.
- Experience with effective time management in an office setting.
- Experience leading volunteers and/or crews in restoration work.
- Experience leading and facilitating in a team setting.
- Experience in community outreach or organizing.
- Works well independently and is self-motivated.

BENEFITS:

- AmeriCorps education award of approximately \$5,815 upon completion of 1,700 hours.
- Wilderness First Aid (WFA) training provided if needed.
- Days off permissible as designated by EarthCorps (with 6 personal days as standard).
- Holidays will be paid as designated by EarthCorps.
- Medical Insurance is provided.
- Subsidized ORCA Pass for bus transportation.
- Boots, pants, t-shirt, rain gear, and safety equipment provided.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.