



2019 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 works as part of the EarthCorps Volunteer (ECV) program by recruiting and leading community volunteers in the field.

This position provides a good mix of working in an office and leading volunteers in the field. Office tasks include using online tools to attract and track community volunteers, designing and implementing outreach plans and materials, and targeted recruitment for community volunteer events. Field work includes onsite leadership of volunteers of all ages, invasive plant removal, native plant installation, and maintaining tools and equipment.



This position is supervised by the Volunteer Program Manager and works closely with the Communications Manager. The Outreach Specialist will work with the ECV team as well as a fair amount of time working independently. The Outreach Specialist will participate fully in an orientation as well as designated retreats, workshops, and trainings throughout the year. The position 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:

Outreach & Communication Support:

- Strive for professional, clear, timely, and open communication amongst staff and corps participants.
- Work with the Communications Manager to maintain consistent external messaging about the organization, volunteer program, and crew program.
- Represent EarthCorps at various tabling events and similar outreach opportunities.
- Assist with social media presence including Facebook, Instagram, and Twitter.
- Produce and edit written communication utilized for posting on websites, emailing, and printed marketing materials.
- Coordinate and deliver presentations about EarthCorps opportunities to corporate, school, and other groups.

Project Support:

- Lead high quality, safe, and educational volunteer events every Saturday and some weekdays.
- Motivate, educate, and inspire EarthCorps volunteers.
- Assist project managers with field projects, volunteer events, and site documentation.
- Prepare oral and written reports, including photos of volunteer events, work project summaries, equipment use and maintenance logs, and incident reports.
- Maintain EarthCorps Volunteer Program materials, tools, and vehicles.
- Complete non-volunteer field projects as needed by the organization.

Program Support:

LOCAL RESTORATION | GLOBAL LEADERSHIP

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

- Foster and encourage leadership development in oneself as well as other corps participants.
- Work with Volunteer Specialists to create a supportive and collaborative team.
- Lead by example while serving alongside EarthCorps restoration crews and volunteers in all weather conditions.

Habitat restoration is physically demanding service. 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 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.
- Potentially 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.

TERMS OF SERVICE:

- STATUS: Temporary, exempt
- PERIOD OF SERVICE: January 16th to December 13th, 2019
- TYPICAL HOURS OF SERVICE: 7:20 a.m. – 5:10 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: \$\$\$\$\$
- Criminal history checks conducted to fulfill AmeriCorps requirements.

REQUIRED QUALIFICATIONS:

- Capacity to take initiative, stay motivated in an office setting, and work independently.
- Capacity to delegate, manage time, multitask, stay organized, and be responsive.
- Desire to engage with people of various ages and backgrounds in an outdoor setting.
- Commitment and ability to serve for the full AmeriCorps term

DESIRED QUALIFICATIONS:

- Proficient writer, editor, and communicator.
- Experience leading and facilitating in a team setting.
- Experience leading others in outdoor activities.
- Experience in community outreach or organizing.
- Effective cross-cultural communication including sensitivity to and awareness of cultural differences and a commitment to working in an inclusive environment.
- Ability to bring positivity, humor, and optimism to challenging situations.
- Ability to commit to self-care in a highly social office and program environment.
- Familiarity with restoration techniques and natural history of urban green spaces of the Pacific Northwest.
- Experience in a customer service setting.
- Valid driver's license and comfort driving 12 passenger vans and large trucks.

BENEFITS:

- AmeriCorps education award of approximately \$\$\$\$\$ upon successful completion of a minimum of 1,700 hours.
- Wilderness First Aid (WFA) training provided if needed.
- Education & Training
- Days off permissible as designated by EarthCorps (with 6 personal days as standard).
- Medical Insurance
- 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.

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