



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** Flexible.

**Length of Term:** Approx. 56 hours/month for 12 months. 675 hours.

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

**Application Deadline:** ASAP

**Position Title:** Policy Coordinator (1 position)

**Project Partner:** Coalition for a Livable Future ([www.clfuture.org](http://www.clfuture.org))

**Partnering Organization's Mission:** The Coalition for a Livable Future (CLF) is a nonprofit organization that unites over 90 diverse organizations and hundreds of individuals in its mission to protect, restore, and maintain healthy, equitable, and sustainable communities, both human and natural, for the benefit of present and future residents of the greater Portland metropolitan region.

**Project Location:** 107 SE Washington, Ste. 239, Portland, OR 97214

**Transportation Information:** Our office is easily accessible by bike, walking or public transportation, and is ADA accessible.

**Position Summary:** CLF emphasizes connections between the issues and between the cities, towns and counties that make up our region. Thus, the Coalition strives to promote "regionalism," which recognizes that the communities within our urban area are interdependent and that cooperation will improve the economic, social, and environmental health of the metropolitan region as a whole. Through research, policy advocacy, and public education, CLF works to create and preserve affordable housing; ensure clean water; protect open space, wildlife habitat and farmland; create living wage jobs; provide real transportation choices; and end hunger in our community.

CLF's Policy Coordinator will primarily be involved with three of the organization's initiatives:

- The Regional Equity Atlas Project is a major effort to increase equity – the right of every person to meet basic needs and advance their health and well-being – in our region. The Policy Coordinator will assist CLF members with implementation of the Equity Action Agenda – a set of public policy proposals designed to address regional inequities and a strategy for implementing them. Tasks will also include creation and staffing of working groups tasked with researching and implementing the Agenda.
- The Coalition's Shift the Balance Campaign is an effort to create a sustainable and equitable regional transportation system. The Policy Coordinator will carry out public education and outreach activities to involve citizens in the campaign and educate the public about sustainable transportation reform. Most recent efforts have focused on the Columbia River Crossing and Metro's update of the Regional Transportation Plan.
- The Regional Livability Summit is an event that brings together community leaders, advocates, professionals and residents from throughout the greater Portland area to learn about and discuss the challenge of building a more just and equitable metro region. The Policy Coordinator will assist with planning, coordination, and outreach for CLF's 2010 Summit.

While the majority of time will focus on these initiatives, there are likely to be additional short term projects and initiatives that are included in each Coordinator's work plans during their tenure at CLF.

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

1. Organize and plan events.
2. Conduct outreach to stakeholders (including community based non-profits, neighborhood associations, public health and health care interests, businesses and local planners).
3. Schedule and staff meetings.
4. Attend project meetings, both internal and external, and track government agency activities associated with the initiatives.
5. Communicate with Coalition partners and volunteers as well as citizens.
6. Write and edit materials.
7. Edit and maintain the website.

8. Prepare maps and data in response to requests.
9. Complete administrative tasks as necessary to carry out the project.
10. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
11. Attend and complete all LINKS AmeriCorps Program training and service requirements including orientation, trainings, team meetings and national service days.
12. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

#### **Requirements:**

1. Ability to attend occasional evening meetings.
2. LINKS members must be at least 17 years of age at the time of enrollment in the program.
3. U.S. citizen, national or lawful permanent resident.
4. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check.
7. Regular and reliable attendance.

#### **Preferred Qualifications:**

1. Good organizational and communication (written and verbal) skills.
2. College degree or equivalent experience.
3. Experience with ArcGIS, MS Office, database software.
4. Graphic design skills.
5. Website skills.
6. Knowledge of or interest in public policy, social justice or regional planning issues.

#### **Member Benefits Include:**

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. 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).
- Professional development in areas of public policy and non-profit management.
- Building personal contacts with a wide array of organizations and individuals in the Portland metro area.

### **How to apply:**

**Step 1** – Email your resume to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and [mara@clfuture.org](mailto:mara@clfuture.org). Include the position title in subject line.

**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 created a profile, log in and complete 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 **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

**Questions about the project? Contact:** Mara Gross, Policy Director, at [mara@clfuture.org](mailto:mara@clfuture.org) or 503-294-2889.

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

LINKS  
2500 NE 65th Ave  
Vancouver, WA 98661

p 360) 750-7500 x 394  
f 360) 360-694-2491  
[links.recruitment@esd112.org](mailto:links.recruitment@esd112.org)

**Unable to Apply On-line?** Click here: <http://www.esd112.org/links/resources.html>.

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