

Our City Forest AmeriCorps
Part Time: Environmental Education & Outreach Specialists
June 30, 2009-October 31, 2009: 15 - 30 hours per week OR
June 30, 2009 - May 30, 2010: 15 hours per week

PROGRAM OVERVIEW

Our City Forest is a non-profit urban forestry and environmental action organization. Our City Forest AmeriCorps will recruit and train 36 Part-Time AmeriCorps members in two focus areas: 1. Urban Forestry and 2. Environmental Education and Outreach. The focus of this program is to organize neighborhood and school tree care and tree planting projects, provide community education, and recruit and train community volunteers.

POSITION DESCRIPTION #2: Specialized positions for Environmental Education & Outreach:

- **Photo & Archiving Specialist** (responsible for taking photos at events, organizing and maintaining our photo library and working on photo-related projects)
- **Web Design Specialist** (responsible for regularly updating our website, adding a video component, reformatting to a non-frame based or CSS/DIV style site, and adding web forms/SGL databases)
- **Video Specialist** (responsible for videotaping OCF events and editing footage)
- **Outreach and Advocacy Specialist** (staff information booth at events, attend tree removal hearings, distribute tree law and proper pruning literature and use the Tree Mobile classroom)
- **Faith Community Outreach Specialist** (responsible for outreach to faith-based community groups, scheduling presentations, and coordinating tree plantings)
- **Information Specialist** (responsible for updating and creating new OCF literature and flyers, updating records in database, mailing and printing projects, and answering phone inquiries)
- **Newsletter Writer & Manager** (responsible for creating and editing monthly OCF newsletter editions using InDesign and Constant Contacts)
- **Green & Healthy Neighborhoods Outreach Specialist** (responsible for forming and leading small community groups to discuss “green living” topics such as: water conservation, reducing household toxins, etc)

REQUIRED QUALIFICATIONS

- Interest in environment and conservation issues
- Interest in affecting change through community organizing
- Strong organizational and time management skills
- Ability to work well with diverse groups of people
- U.S. Citizen or legal resident, with a high school diploma or equivalent
- 675 hour commitment is required
- U.S. Citizen or legal resident, with a high school diploma or equivalent, minimum age: 18

DESIRED QUALIFICATIONS

- Experience and strong desire to work community at a grassroots level
- Strong written and oral communication skills
- Valid CA drivers license with clean DMV record
- Excellent written & verbal communication skills
- Bilingual (multilingual) in English and Spanish, Vietnamese, or other.
- Proficiency with Microsoft Office and Adobe Software
- College degree is highly desirable

BENEFITS

- Gain experience working with culturally diverse groups and people of all ages.
- Learn great job skills for a career in many fields, including education, community organizing, volunteer recruitment and management, and environmental advocacy and planning.
- \$1,800 AmeriCorps education scholarship \$6,000 Stipend (675 hours of service)