

## POSITION DESCRIPTION

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### CONFLUENCE AMERICORPS PROGRAM

The Confluence AmeriCorps Program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. We offer life-changing service opportunities that engage members at the intersection of environmentalism and social justice while promoting individual leadership and development. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and engaging in professional and leadership development opportunities alongside a member cohort (20%). [www.confluencecenter.org](http://www.confluencecenter.org)

### EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of race, age, creed, color, religion, national origin or ancestry, sex, ability, sexual orientation, expression, pregnancy, parents/guardians with children, or veteran status. Confluence is committed to a diverse workplace, and to supporting our members and staff with ongoing equity trainings and career development opportunities. As a non-profit organization, Confluence Environmental Center, like many environmental programs, has historically been a predominantly white space, and in an effort to decolonize dominant structures of oppression, **we strongly encourage people of color to apply.**

Confluence provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

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### DATES OF SERVICE

December 3, 2025 – July 24, 2026 (8 months – 1200 hours)

### POSITION TITLE

Community Stewardship Coordinator

### PROJECT PARTNER

**Tualatin Riverkeepers**  
[tualatinriverkeepers.org](http://tualatinriverkeepers.org)



### POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Tualatin Riverkeepers. The Tualatin Riverkeepers (TRK) Community Stewardship Coordinator will work with the Volunteer and Restoration Manager to recruit and coordinate volunteers, strengthen community partnerships, lead volunteer groups and trainings, develop and enhance TRK outreach and educational materials, and assist with habitat restoration efforts throughout the Tualatin River watershed. Activities may include:

- Confluence Activities - 20%
  - The Member will participate in Confluence led leadership development activities which include: Leadership Development Training Series, team meetings, National Service events and other self-directed development opportunities.
- Event planning - 10%
- Assisting with volunteer training - 10%
- Assisting Volunteer and Restoration manager with hands-on volunteer stewardship projects - 20%

- Developing community outreach materials and attending community outreach events - 30%
- Administrative work including managing event promotion and sign ups, compiling information on attendees and volunteers, creating volunteer newsletter content, etc. - 10%

#### ESSENTIAL FUNCTIONS (to include, but not limited to):

- Community outreach and engagement
- Event planning
- Develop and maintain strong relationships throughout the watershed
- Coordinate volunteer communications and marketing
- Providing a high quality of work and education to the public
- Identify opportunities for community-based projects that care for the land
- Complete and submit all necessary paperwork and reports in a timely manner; attend and complete all training and service requirements; wear Confluence uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Abide by program and AmeriCorps policies. Under no circumstances will Members be asked to perform prohibited activities outlined in the approved grant.

#### POSITION REQUIREMENTS

- Some experience in environmental education and/or restoration methods and watershed health factors
- Communication: Candidate should be fairly comfortable interacting with a diverse audience including age, race, ethnicity, family status, etc. Communication should be friendly and professional.
- High quality writing and verbal skills
- An ability to walk on uneven trails, slopes, and work outdoors in changing climates
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- AmeriCorps Members must be: 18 years of age or older at beginning of service term; U.S. citizen, national or lawful permanent resident; in possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check and satisfactory report from the National Sex Offender Public Website (NSOPW) prior to the start of the position.

#### PREFERRED QUALIFICATIONS

- Comfortable with public speaking
- Experience with (or interest in) the care of local ecosystems for wildlife habitat, water quality and human health.
- Experience developing community outreach materials
- Event planning experience

#### MEMBER BENEFITS INCLUDE

- \$18,000 living allowance paid over the 8-month term of service (approx. \$2,250 monthly, before taxes).
- \$5,176.50 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- \$100 Training Fund
- Professional Leadership Certificate, Trainings and Networking opportunities.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).
- Monthly TriMet passes available.
- Tualatin Riverkeepers staff shirt, hat, and nametag
- Mentorship and support
- Paid entry to local events, symposiums, and training opportunities

## PROJECT LOCATION & TRANSPORTATION INFORMATION

- The TRK office is located at 11675 SW Hazelbrook Rd / Tualatin, OR 97062
- Project site locations vary, a personal vehicle is optimal, however we also have a company vehicle and carpooling opportunities available
- Bike and car parking available for free
- Hybrid work option available with some opportunity to work from home, though many projects and events do take place in person throughout the Portland metro area
- Located near stops for the 94 Trimet bus line

## HOW TO APPLY

### **STEP 1: Apply to Project Supervisor:** *(Conducts first round interviews and recommends top candidates to Confluence)*

Email the following items to Erik Horngren at [erik@tualatinriverkeepers.org](mailto:erik@tualatinriverkeepers.org) :

- **Résumé**
- **Cover letter (1 page)**
- **Contact information for three references (name, title, relationship, email & phone)**

### **STEP 2: Interviews:** If selected, you will be offered an interview with the project partner.

Top candidates will be emailed to Confluence, who will conduct a second interview before making a decision.

### **QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?**

Megan Brown | Recruitment and Program Coordinator | 503-719-6779 | [mbrown@confluencecenter.org](mailto:mbrown@confluencecenter.org)

Please note Confluence is a federally funded program. All of our partnerships and AmeriCorps positions are contingent upon receipt of this funding on an annual basis