



Palouse-Clearwater Environmental Institute

POSITION TITLE: Sustainable Transportation Coordinator (300hours, Education Award Program)

ORGANIZATION: Palouse-Clearwater Environmental Institute (PCEI)

ORGANIZATION'S MISSION: PCEI is committed to "increasing citizen involvement in decisions that affect our regions' environment" through "connecting people, place and community".

LOCATION: 1040 Rodeo Drive, Moscow, ID 83843

SUMMARY OF POSITION:

The Sustainability Transportation Coordinator will work with PCEI staff, AmeriCorps members and volunteers to help with all duties related to PCEI sustainable transportation efforts, including the VanPool Network, Palouse Rideshare, Moscow Biodiesel COOP, Village Bicycle Project and other transportation. These activities may include: organizing projects, public relations, public presentations, advertising, and website work. The coordinator position will involve networking and creative construction of a successful program with supervision.

ESSENTIAL RESPONSIBILITIES:

- Research best options for adding VanPool routes
- Increase participation in Palouse Ride Share
- Assist riders in the coordination of driving arrangements
- Develop and maintain associated PCEI webpages
- Develop marketing material for Sustainable Transportation activities
- Help coordinate the development of Biodiesel Coop
- Maintain bikes and trailers for PCEI staff and volunteer use
- Work with the City of Moscow on sustainable transportation related issues

REQUIREMENTS (to include, but not limited to):

- 17 years of age or older, by completion of the program
- U.S. citizen, national or lawful permanent resident
- Possession of a high school diploma or equivalent, or commit to earning one
- Ability to commit to the full term of service for which they are applying
- Submit to a criminal history background check
- Regular and reliable attendance
- Timely submittal of monthly timesheets

PREFERRED QUALIFICATIONS:

- Committed to serving the needs of the community and the environment.
- Networking experience
- Experience working with community members
- Experience in program development
- Basic online researching experience and experience with computers
- Organizational skills
- Ability to think creatively and critically

SCHEDULE:

"connecting people, place and community"™ since 1986



Palouse-Clearwater Environmental Institute

www.pcei.org

This position will last a minimum of 3 months and will end no later than August 31, 2010. The member will be responsible for working with the Volunteer Coordinator at PCEI to develop a weekly schedule in which the required 300 hours of service will be met to fulfill AmeriCorps Education Award Program regulations.

MEMBER BENEFITS INCLUDE:

Upon successful completion of a term of service, eligible members receive an education award of \$1,000-\$2,362.50. 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.

INTERESTED IN APPLYING FOR THIS POSITION?

Step 1: Contact the sponsoring agency to find out more about the position. Send a cover letter and a current, updated *résumé* to the project contact:

Laura Milewski
Palouse-Clearwater Environmental Institute
Volunteer Coordinator
1040 Rodeo Drive
Moscow, ID 83843
laura@pcei.org

Step 2: Next, apply online for AmeriCorps. To complete an electronic AmeriCorps application and submit electronic references:

1. Go to <https://my.americorps.gov/mp/login.do>.
2. Click on "Apply to Serve" at the bottom of the page
3. Complete the requested profile information
4. Once you receive your account information via email, log into the MyAmeriCorps portal and use the navigation pane on the left to complete your application and reference information
5. When your application is complete, click "Search Listings"
6. Perform a search for positions in Idaho.
7. Click "Search"
8. Click the listing to view program information.
9. Read the program information and then click "Apply Now" at the bottom of the page
10. Print the certification page prior to clicking "Submit Application". This document will need to be signed, dated and mailed directly to PCEI at the address listed below.
11. Click "Submit Application".

FOR MORE INFORMATION ON AMERICORPS, PLEASE CONTACT:

Palouse-Clearwater Environmental Institute
PO Box 8596
Moscow, ID 83843
208.882.1444 phone
208.882.8029 fax
donna@pcei.org

Or visit our website at:

www.pcei.org/pcc

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