



# Palouse-Clearwater Environmental Institute

Last Updated 5/7/09

## **Sustainable Transportation Coordinator (part-time, Education Award Program)**

### **Education Award Program (EAP) position description:**

The volunteer will work with PCEI staff, AmeriCorps members and volunteers to help with all duties related to the VanPool Network, Palouse Rideshare, Moscow Biodiesel COOP and other transportation. These activities may include: organizing projects, public relations, public presentations, advertising, and website work.

### **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

### **Preferred Qualifications:**

- Committed to serving the needs of the community and the environment.
- Works well independently and as part of a group.
- Excellent verbal and written communication skills.
- Knowledge of regional ecology and native plants.
- Knowledge and experience with noxious weed management.
- Experience performing fieldwork and a willingness to work outdoors.

### **Schedule:**

This position will last a minimum of 4 months (May-August) with a minimum 20-hour work week in order to meet AmeriCorps Education Award Program requirements of 300 hours. Our hours of operation are Monday- Friday 9:00am-5:00pm. Saturday work schedule is also desirable.

### **For more information:**

Laura Milewski, Volunteer Coordinator, at 882-1444 or <laura@pcei.org>

*The Palouse-Clearwater Environmental Institute (PCEI) is a proactive grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect their environment. Four program areas have been established to achieve this: Education, Watershed Restoration, Sustainable Living and AmeriCorps Placement.*