

**From:** Marcus Duck <duckmarc@msu.edu>  
**Subject:** 2010 City of Spokane - Ed & Outreach Coordinator  
**Date:** December 30, 2010 9:47:34 AM GMT-05:00  
**To:** Marcus Duck <duckmarc@msu.edu>



## **AmeriCorps Position Description**

Position Title: Education and Outreach Coordinator

Project Sponsor: City of Spokane - Urban Forestry Division <http://spokaneurbanforestry.org/>

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is to preserve and restore the natural environment, and to develop community leaders through service and community partnerships. [www.nwserviceacademy.org](http://www.nwserviceacademy.org)

Project Location: 808 W Spokane Falls Blvd, Spokane, WA 99201

Position Summary: The Education and Outreach Coordinator will operate out of the City of Spokane's Urban Forestry Division, primarily providing information, guidance, and resources to neighborhood stewardship groups using the Alliance for Community Trees NeighborWoods' model. This is a new program for the City, thereby offering the Coordinator the creative opportunity of launching a volunteer citizen stewardship program. The Coordinator will assist neighborhood stewards in team-building, visioning, planning, and implementing urban forestry volunteer projects. In addition to the NeighborWoods program, the Coordinator will organize, promote, and facilitate public tree care educational presentations, programs, and events in partnership with local agencies and organizations involved in forest stewardship. Public education events and programs currently include our Arbor Day Celebration, Fall Leaf Festival, Heritage Tree program, and multiple-media public service announcements. The Education and Outreach Coordinator will engage all levels of government and community to promote a healthy and sustainable urban forest for the City of Spokane's current and future citizens.

The intern will have one main office location in City Hall but will be expected to conduct meetings and events at other locations around the city. Meetings often occur at the offices of other agencies and organizations. Neighborhood Council meetings are generally held weekday evenings at a location in that particular neighborhood. The frequency of off-site meetings ranges from 3 to 7 per week. The intern will be expected to schedule and coordinate these efficiently.

Please see the job announcement here:

[http://mtadamscenter.org/images/file/position\\_descriptions/SUF\\_EOC.pdf](http://mtadamscenter.org/images/file/position_descriptions/SUF_EOC.pdf)