



# *Palouse-Clearwater* Environmental Institute

## **AmeriCorps Assistant Placement Coordinator**

Job Announcement

May 2019

### **Qualifications**

PCEI is seeking a candidate with the following skills and experience:

- High school diploma or above
- Prefer someone with bachelor degree in Environmental Science, Education, or other field related to administering a fast paced, diverse, and frequently changing AmeriCorps Program
- Strong organizational and communication skills
- Experience in Word, Excel, and a variety of web-based programs
- Experience with Social Media
- Excellent verbal (written and oral) skills
- Program Development and Coordination experience a plus
- Attention to detail
- Works well with others
- Good problem solving skills
- Commitment to the mission of PCEI and AmeriCorps

### **Compensation**

Full time, starting at \$35,000 with opportunity for advancement, DOE, generous benefits.

### **Starting Date**

August 2019 (Exact start date TBD)

### **Training**

During working hours

### **Application Deadline**

We will be accepting applications until position is filled.

**Submit resume and letter of application via mail, Email or in person to:** Joan Hofmann, PCEI, PO Box 8596 Moscow, ID 83843, [jhofmann@pcei.org](mailto:jhofmann@pcei.org) Phone: 208.882.1444