

## Position Description



<b>Position Title</b>	Sustainability Project Coordinator
<b>Program</b>	Climate Impact Corps
<b>Reports to</b>	Program Manager and Site Supervisor

## Position Summary

Sustainability Project Coordinators create connections between individuals and the knowledge and resources needed to promote environmental, economic, social, and cultural sustainability. Sustainability Project Coordinators work with partnering host sites to advance local sustainability efforts with an emphasis on historically marginalized communities. All Sustainability Project Coordinators actively engage communities, have an opportunity to develop new skills, and advance tangible sustainability projects by implementing site-specific service plans. This is an AmeriCorps service member position with the AmeriCorps program, Climate Impact Corps.

## Essential Functions

### Core Service Plan Elements

- Support community projects and partnerships in the areas of sustainability, community resilience, and community engagement under the direction of the service site:
  - support community-led sustainability projects identified by the service site
  - identify and refer potential new partners and projects to receive support from regional partnerships
  - conduct interviews with partners to document and highlight both their successes and lessons learned
  - apply research-based practice to community sustainability problems
- Advance implementation of local climate action using community-based social marketing and other behavior change strategies.
- Conduct clean energy outreach and education in collaboration with local partners with a focus on connecting households to resources to manage and reduce their energy burden.

### Site-dependent activities:

- Advance waste reduction activities, including establishing local recycling and composting programs.
- Host climate conversations at local community hubs (e.g., libraries, schools, congregations, etc.)
- Conduct Solar Opportunity Assessments including virtual site assessments and help homeowners, non-profits, and rural small businesses understand solar energy as an option for their electricity needs.
- Conduct Electric Vehicle (EV) outreach and engagement to accelerate the adoption of electric vehicles across Minnesota including promoting the EV Ready Cities/EV Ready Tribal nations certification program.
- Conduct community asset and data mapping for climate resilience and clean energy action planning.
- Partner with schools and youth groups to advance clean energy and climate education.

### Communication

- Practices inclusive and thoughtful behavior in building rapport with program participants, site stakeholders and program staff; maintains professional boundaries.
- Communicate regularly and effectively with program staff, and site personnel.
- Report data in online systems in a timely and accurate manner.

### Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.

- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Represent Ampact at site-sponsored activities (e.g., Earth Day event) and provide education about Climate Impact Corps and sustainability projects as a climate solution. Share personal climate stories at public events.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

## Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches, and navigating resources online, completing data entry, using e-mail regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.
- Positions that require driving will require a valid driver's license and the ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.

## Preferred Qualifications

- Proficiency in a language(s) other than English.

## Physical Requirements

- Some positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools up to 30 lbs.
- Some positions may require the ability to work outdoors in adverse weather conditions, such as wind, rain, high or low temperatures on challenging terrain for up to 8 hours at a time.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats