



25-26 Neighborhood Resiliency Coordinator Position Descriptions

Center for Energy & Environmental Education | 8106 Jennings Dr, Cedar Falls, IA

This site is hiring to fill the following positions:

Position: Neighborhood Resiliency Coordinators (4 positions available)

Terms:

| Position Type | Service Length | Hour Commitment | Living Allowance | Segal Education Award |
|--------------------------|----------------|--|---|------------------------|
| Three-quarter-time (TQT) | 11-mo | 1,200 hours (28-30 hours/week) | \$18,000/term (\$1,636.36/mo) | \$5,176.50/term |

Anticipated service schedule for this host site is **9:00 am – 4:30 pm, Monday through Thursday**, with occasional nights and weekends as projects require. Evening and weekend hours will occur more regularly during the spring and summer months.

Host Site Overview

The [Center for Energy & Environmental Education \(CEEE\)](#) is empowering Iowans with the knowledge, experiences, tools, and inspiration needed to create a sustainable and desirable future for our communities. The Center creates opportunities for UNI students, faculty, and staff to work with community leaders to arrive at evidence-based, solution-oriented responses to the problems they wish to address. We offer technical assistance, educational programs, and leadership in energy conservation and renewable energy, environmental conservation and community-based agriculture. The CEEE serves Iowa cities, counties, school districts, teachers, farmers, businesses, elected officials, state agencies, community leaders, citizen organizations and individuals.

Site Background

The Center for Energy & Environmental Education is a Center located at the University of Northern Iowa and is considered the program headquarters for the Green Iowa AmeriCorps Program. The Center has well established programs focused on energy efficiency, environmental and public health, local food systems, tree planting, and education and outreach at the community scale. The community accesses these services through a variety of channels but are often described to the public as our neighborhood resiliency services.

Team Design

Members serving at the CEEE comprise the Neighborhood Resiliency team and will serve in a team-based setting, with each member serving in both a lead and support role to execute programming related to: 1.) Energy 2.) Green Infrastructure 3.) Education 4.) Community Outreach.

- Two members will serve under the Energy priority area, with specific duties related to residential and community scale energy programs.
- Two members will serve under the Green Infrastructure priority area, with specific duties related to tree canopy and garden programs.
- Members will have primary tasks and secondary tasks as part of their position description intended to help them understand and prioritize their time and responsibilities as part of their service term.
- All four members of the Neighborhood Resiliency team will come together to execute educational programs, community outreach and support initiatives of the Center.
- Some of the service activities will be seasonal while others will happen throughout the service term.

Energy Focus

The Center offers residential energy efficiency services, including performing energy assessments and retrofit services targeting energy burdened households. Community energy services include completing greenhouse gas inventory baselines for school districts, counties, and cities as identified by the Center as well as providing technical support and recognition through the Resilient Iowa Communities program.

Position 1: Residential Energy Specialist

Primary Tasks:

- Lead communication with scheduling energy assessments with customers including intake management on voicemail, website, and from outreach sign-ups
- Performing energy assessments and retrofits for residential homes
- Packing and delivering energy saver kits
- Data collection and tracking energy impacts on retrofit log
- Ordering retrofit and kit supplies as needed
- Contribute to Center Community Energy Program Manager with residential energy projects as needed

Secondary Tasks:

- Research and organize energy related resources for the RIC website for community use
- Contribute to quarterly technical assistance webinars for communities as part of the Resilient Iowa Communities(RIC) program
- Connect communities and organizations to the Center's energy services through presentations, meetings
- Conduct data collection, entry, and analysis for communities and municipalities for energy benchmarking and greenhouse gas inventory reports.
- Promote and help execute the Resilient Iowa Communities Best Practices Awards (RICognition Awards) that recognizes communities for bronze, silver, or gold in 6 best practice categories.

Team Tasks:

- Organize educational programs related to residential energy topics including 1 on 1 education with residents, retrofit workshops, energy education programs with energy kit distribution to contribute to overall educational program goals of the neighborhood resiliency team

- Participate in Habitat for Humanity build days every other week as part of general neighborhood resiliency outreach support and team building activities.
- Working together to execute events for national days of service or as directed by the Center

Key Training:

- Obtain Building Performance Institute (BPI) Building Analyst – Technician Professional Certification or its instructional equivalent. Building analysts use specific diagnostic equipment to perform comprehensive, whole-home assessments, identify problems and potential problems, and offer solutions to homeowners. The program will also provide training for members in how to utilize energy benchmarking software to complete greenhouse gas inventories as part of our energy priority area work
- Blower door operation
- Residential Safety Testing
- Construction and materials basics
- Customer service
- Retrofit skills
- Energy benchmarking software use, data collection and best practices related to emission reductions as the municipality level
- Volunteer Management Training
- Project Development Training
- How to Create Lesson Plans

Working Closely With:

- Community Energy Specialist
- Neighborhood Resiliency Team
- CEEE Community & Energy Program Manager
- Center Director (supervisor)

Position 2: Community Energy Specialist

Primary Tasks:

- Conduct data collection, entry, and analysis for communities and municipalities for energy benchmarking and greenhouse gas inventory reports.
- Organize and execute quarterly technical assistance webinars for communities as part of the Resilient Iowa Communities(RIC) program
- Research and organize energy related resources for the RIC website for community use
- Connect communities and organizations to the Center's energy services through presentations, meetings
- Identify funding opportunities to support energy services, including support for retrofit materials, or services for rural or underserved communities
- Identify and assist communities with the completion of the Center's Best Practices scorecard
- Promote and help execute the Resilient Iowa Communities Best Practices Awards (RICognition Awards) that recognizes communities for bronze, silver, or gold in 6 best practice categories.

Secondary Tasks:

- Performing energy assessments and retrofits for residential homes
- Packing and delivering energy saver kits

- Data collection and tracking energy impacts on retrofit log
- Assisting Center Community Energy Program Manager with residential energy projects as needed

Team Tasks:

- Organize educational programs related to community energy topics including providing educational resources for communities with best practice recommendations, holding informational calls about resiliency resources, and general energy education programs at community events to contribute to overall educational program goals of the neighborhood resiliency team
- Participate in Habitat for Humanity build days every other week as part of general neighborhood resiliency outreach support and team building activities.
- Working together to execute events for national days of service or as directed by the Center

Key Training:

- Clearpath Software training through ICLEI to perform greenhouse gas inventories as part of our energy priority area work
- Best Practice Scorecard Training
- Energy Forecasting
- Blower door operation
- Residential Safety Testing
- Construction and materials basics
- Customer service
- Retrofit skills
- Volunteer Management Training
- Project Development Training
- How to Create Lesson Plans

Working Closely With:

- Community Energy Specialist
- Neighborhood Resiliency Team
- CEEE Community & Energy Program Manager
- Center Director (supervisor)
- Center Communications Coordinator

Green Infrastructure Focus

The Center's focus on green infrastructure prioritizes activities related to tree canopy, gardening, and natural resource conservation. Tree Planting activities include collaborating with cities, counties, and neighborhoods to conduct tree inventories, mapping, and tree planting activities in areas in need of increased tree canopy. Garden activities focus on renewing a culture of gardening through assisting with management of community, donation, and school gardens. The two key garden programs members will engage with will be the Center's Garden In Every Lot program that installed backyard gardens for first time gardeners and the SPROUT Garden utilizes to support donation produce for UNI students, garden educational programs, garden training and volunteer engagement. Green Infrastructure also supports occasional conservation service activities.

Position 3: Tree Canopy Specialist

Primary Tasks:

- Organize tree planting in public spaces
- Execute tree mapping to identify planting needs
- Organize tree planting in conjunction with volunteers, schools and tree boards
- Work with local nurseries and municipalities for planting projects
- Collaborate with Trees Forever, Iowa DNR, and city arborists to promote tree planting efforts
- Research best tree varieties, tree care and tree resources to add to Center website

Secondary Tasks:

- Promote and install backyard gardens through the Garden in Every Lot program
- Organize SPROUT garden prep, maintenance and harvesting activities through hands on direct service, volunteer management and training
- Participate in SPROUT Garden Working Group
- Contribute direct service and planning support to local school and community garden efforts including the Highland Community and Central Christian Church garden projects
- Organize events and programs in collaboration with SPROUT Garden Engagement VISTA to promote student food access, garden engagement, and training
- Perform maintenance of Center Produce Pick-up station and Volunteer space

Team Tasks:

- Organize educational programs related to tree canopy including tree planting workshops, and programs presenting on tree topics to contribute to overall educational program goals of the neighborhood resiliency team
- Participate in Habitat for Humanity build days every other week as part of general neighborhood resiliency outreach support and team building activities.
- Working together to execute events for national days of service or as directed by the Center

Key Training:

- Treekeeper Training through Trees Forever
- GIS for tree mapping
- Tree identification
- Volunteer Management Training
- Project Development Training

- How to Create Lesson Plans

Working Closely With:

- Garden Specialist
- Neighborhood Resiliency Team
- Center Director (supervisor)

Position 4: Garden Specialist

Primary Tasks:

- Promote and install backyard gardens through the Garden in Every Lot program
- Organize SPROUT garden prep, maintenance and harvesting activities through hands on direct service, volunteer management and training
- Participate in SPROUT Garden Working Group
- Collaborate with Center local food team to support local food access events including Farm to Fork Dinner, Farm Crawl, and other school and community garden programs
- Contribute direct service and planning support to local school and community garden efforts including the Highland Community and Central Christian Church garden projects
- Organize events and programs in collaboration with SPROUT Garden Engagement VISTA to promote student food access, garden engagement, and training
- Research resources and develop training to support SPROUT Garden program
- Oversee with maintenance of Center Produce Pick-up station and Volunteer space

Secondary Tasks:

- Execute tree planting in public spaces
- Execute tree mapping to identify planting needs
- Perform tree planting in conjunction with volunteers, schools and tree boards
- Research best tree varieties, tree care and tree resources to add to Center website

Team Tasks:

- Organize educational programs related to garden in conjunction with the SPROUT Garden including gardening 101 workshops, youth garden programs, local food presentations, etc. to contribute to the overall educational program goals of the neighborhood resiliency team
- Participate in Habitat for Humanity build days every other week as part of general neighborhood resiliency outreach support and team building activities.
- Working together to execute events for national days of service or as directed by the Center

Key Training:

- Iowa Master Gardener Certification
- Local Food Champion program
- Use of garden equipment
- Plant identification and best practices
- Treekeeper Training through Trees Forever
- Volunteer Management Training
- Project Development Training
- How to Create Lesson Plans

Working Closely With:

- Tree Canopy Specialist
- Neighborhood Resiliency Team

- Center Director (supervisor)
- SPROUT Garden Engagement VISTA
- Center Local Food staff

GIA Performance Metrics

Members work in collaboration with the Center and community partners to complete the following metrics based on grants that support the AmeriCorps program. [Please note: each metric denotes program-wide totals]

- **Educational Programming** engaging participants in lessons and activities
 - Each member of the Neighborhood Resiliency team is expected to lead educational programming related to their specialist role and in conjunction with Center programming with the support of their team members and staff
- **Community Outreach** engaging outside volunteers in service activities
 - The neighborhood resiliency team should utilize the volunteer resources available through the Center and its programming. Typical volunteer generation is going to take place with tree planting and garden efforts.
- **Additional Neighborhood Resilience Direct Service Activities:**
 - Energy efficiency services (Audits, Retrofits, & Kits distributed)
 - Greenhouse gas inventories or best practices assessments
 - Gardens Installed or Supported
 - Tree planting

Site Supervisor(s): Ashley Coffin

Minimum Member Qualifications:

- At minimum, members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

No prior experience necessary or knowledge assumed. As part of the service experience, the program provides and pays for all technical training and certifications necessary to perform the energy services, tree planting and gardening efforts our program provides to the community.

[Green Iowa AmeriCorps](#) is managed by the University of Northern Iowa's [Center for Energy and Environmental Education](#)

