



# Green Iowa AmeriCorps



2022 OUTSTANDING PROGRAM OF THE YEAR  
America's Service Commissions



## 23-34 [Northeast Iowa Community College](#) Position Descriptions

Northeast Iowa Community College 1625 HWY 150 Calmar, IA 52132

### This site is hiring to fill the following positions:

Position #1: *Sustainability Project Coordinator*

Position #2: *Sustainability Project Coordinator*

### Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	<b>1,200 hours</b> (28-30 hours/week)	<b>\$18,000/term</b> (\$1,636.36/month)	<b>\$4,826.50/term</b>

Anticipated service schedule for this host site is [9:00 am – 3:00 pm, Monday through Friday], with occasional nights and weekends as projects require.

### Host Site Overview:

Northeast Iowa Community College (NICC) is a public, tax-supported, two-year educational institution with two main campuses in Calmar and Peosta, IA. The College has center locations in Dubuque, Cresco, Waukon, Oelwein and Manchester. The College has academic programs of study in a variety of disciplines, with online and blended learning, customized business and industry training, short-term certification options and adult education and literacy. Green Iowa AmeriCorps members will be embedded in the NICC community to support the College mission to, "...provide in-demand education and training focused on improving lives, driving business success and advancing community vitality."

**GIA Performance Metrics** *Members work in collaboration with the host agency to complete the following metrics*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities
- **Community Outreach** engaging outside volunteers in service activities
- **Additional Direct Service Activities**
  - **Energy efficiency services** (examples: residential home energy audits and weatherization, residential and/or public retrofits, distribution of energy savers kits)
  - **Climate Action Planning and Greenhouse Gas Inventory Activities**
  - **Water quality related projects**
  - **Tree planting**
  - **Waste reduction activities** (examples: recycling and/or composting education, waste audits)

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**Site Supervisor(s):** Flannery Cerbin-Bohach, Wellness and Life Stage Program Manager

**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

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**Position:** Sustainability Project Coordinator

**Position Outline:**

The Sustainability Project Coordinator will foster and support sustainability efforts at Northeast Iowa Community College by working with students, faculty, and staff on efforts related to greenhouse gas emissions reduction, recycling, waste reduction, food procurement, natural resource management, conservation, the built environment, and energy usage. The Sustainability Project Coordinator will be boots-on-the-ground bridging the gap between campus Operations and a culture that supports using resources in a responsible, impactful, and sustainable manner. The Sustainability Project Coordinator will be responsible for providing education and outreach to the campus community through classroom presentations and marketing with a goal of creating an awareness of sustainability, as well as deepening the College commitment to sustainability practices. When appropriate the Sustainability Project Coordinator will partner with area K-12 school district(s) and other area organizations to provide sustainability outreach and education.

**Member Duties:**

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)
- Waste reduction and landfill diversion
  - Conduct campus recycling/waste audits
  - Determine best practices for waste reduction

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- Implementation of compost program
- Land management
  - Explore options that will improve soil and water quality of natural spaces on campus and provide educational opportunities
  - Promote and enhance existing natural spaces on campus (e.g. bioswale, butterfly garden)
- Energy Reduction
  - Climate Action Plan
  - Net Zero Initiative with NICC Dairy and Agriculture Center
  - Continue to explore ways of reducing energy usage and improving energy efficiency on campus through renewable energy options
- Local Foods
  - Explore feasibility of procuring more locally sourced foods in campus dining
- Outreach and Education
  - Build and maintain community partnerships that support the College in its sustainability efforts
  - Educate the community about sustainability practices in a variety of settings - classroom, campus news platforms, informal and at College-wide events
  - Connect with existing College-wide efforts to promote Green Iowa AmeriCorps and sustainability

**The ideal candidate will possess the following skills:**

- Strong interest in environment, sustainability, conservation and education
- Basic knowledge of current environmental issues
- Ability to collaborate with faculty, staff and students
- Strong organizational and critical thinking skills
- Excellent verbal and communication skills
- Experience with Google applications and Microsoft Word
- Experience working with diverse populations

**Members can expect to gain the following skills/experiences in this position:**

- General understanding of higher education functions and operations
- Networking opportunities
- Marketing skills
- Communication skills
- Ability to oversee projects from conception to completion
- Exposure to wide variety of audiences

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- Hands-on experience with many areas under the sustainability umbrella

The Site Supervisor will mentor and guide members by connecting them to key stakeholders at the College, help members obtain the physical resources they need to complete tasks, help members “plug into” existing programs/opportunities at the College, along with offering advice on project ideas and/or direction.