



## 23-24 Linn County Sustainability Position Descriptions

935 2nd St. SW Cedar Rapids, Iowa 52404

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

Position #1: *Sustainability Coordinator*

Position #2: *Sustainability 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/mo)	<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:** One of the major needs within Linn County is the need for consistent public engagement around our climate action planning process. Members will be asked to help with outreach opportunities aimed to engage the community in the climate adaptation process. There will also be opportunities to collaborate with other County departments on projects related to climate change, water quality, and other topics of conservation. Trips throughout Linn County and neighboring counties will be available for members to build an understanding of the physical, social, and environmental diversity of the county. Plan to visit our county parks, natural areas, and other relevant sites of interest.

**GIA Performance Metrics** *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

*[Select all that apply for your site]*

- Educational Programming** engaging participants in environmentally-focused lessons and activities *[450 education events with 4500 individuals reached]*
- Community Outreach** engaging outside volunteers in service activities *[380 outreach events with 2750 volunteers engaged]*
- Additional Direct Service Activities**

Green Iowa AmeriCorps  
Position Descriptions

- Energy efficiency services (examples: residential home energy audits and weatherizations, residential and/or public retrofits, distribution of energy savers kits)** [600 energy assessments and 400 retrofits]
- Climate Action Planning and Greenhouse Gas Inventory Activities** [8 climate action plans and/or greenhouse gas reduction inventories]
- Water quality related projects** [100 water quality related projects]
- Tree planting** [1500 trees planted]
- Waste reduction activities (examples: recycling and/or composting education, waste audits)**

**Site Supervisor(s):** Tamara Marcus, Sustainability 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 #1 & #2: Sustainability Coordinator**

**Position Outline:** Members will work within various departments focusing on different issues of sustainability across Linn County. This includes working with local schools and universities in building a more sustainable local food system, and working on a greenhouse gas inventory to move forward with climate action planning efforts. These projects will be conducted within the county and in partnership with local organizations and non-profits in order to engage and educate the public.

**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

## Green Iowa AmeriCorps Position Descriptions

- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

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

- Excellent communication and organizational skills
- Proficiency in writing general correspondence and other documents required as part of duties listed above.
- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers.
- Passion for the environment and serving the community
- Friendliness, ability to function as part of a team.
- Technological skills including Microsoft Office Suite

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

- Experience working in local government
- Experience presented to an elected body

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

