



23-24 Iowa City Climate Action & Outreach Division Position Descriptions

Streets Building – 300 Napoleon Lane Iowa City, IA

This site is hiring to fill the following positions:

Position #1: Audit Coordinator

Position #2: Engagement Coordinator

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)	\$4,826.50/term

Anticipated service schedule for this host site is **8:30am - 3:30pm, Monday through Friday (6-hour block of time with an hour lunch break)**, with occasional nights and weekends as projects require.

Host Site Overview: The Climate Action and Outreach Division (CAO) is charged with implementing Iowa City's Climate Action and Adaption Plan (CAAP), which outlines a path to reduce carbon emissions 45% by 2030 and achieve net-zero emissions by 2050.

As a team building and professional development opportunity, the City will pay for the entire team to attend the Growing Sustainable Communities Conference at the beginning of their term. Additionally, members will have the opportunity to learn about the City's CCAP through the Climate Ambassador training program. Members will support the Neighborhood Energy Blitz as serve block captains, serve as mentors for the Climate Resilience Corps, and support other projects as assigned.

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*

- **[Mandatory] Educational Programming** engaging participants in environmentally focused lessons and activities [450 education events with 4500 individuals reached]
- **[Mandatory] Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- **Additional Direct Service Activities (Select at least 2-3)**

*Green Iowa AmeriCorps
Iowa City Climate Action & Outreach 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]
- **Waste reduction activities (examples: recycling and/or composting education, waste audits)**

Site Supervisor(s):

Megan Hill, Climate Action Engagement Specialist [Primary]

Daniel Bissell, Climate Action Analyst

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

Position: Audit Coordinator

Position Outline: At Iowa City the Audit Coordinator needs to become familiar with City programs that could be beneficial to homeowners. We will provide information about these programs. They will also take the lead in packing our Blitz kits for our Neighborhood Energy Blitz. Should our Climate Action Analyst need assistance with audit/weatherization data, the Audit Coordinator will help with potential projects related to the data GIA collects. The Audit Coordinator will schedule audits/weatherizations using the team Google calendar, use the team email for audit correspondence, check online audit sign-ups, write up audit reports, manage the team phone and check and answer voicemails.

Member Duties:

- Provide necessary audit/weatherization information, City program information, and rebate/incentive information to the public at events and during or after audits
- Put handbills out in neighborhoods after you perform audits/weatherizations
- Display yard signs about audits in yards of homes you have performed audits at, with homeowner permission
- Maintain audit and weatherization supply inventory and plan when supplies are needed for upcoming audits/weatherizations so purchases can happen in a timely manner
- Maintain team's Google calendar (attendance, events, meetings, audits, etc.)
- Send audit supply lists to site supervisors

*Green Iowa AmeriCorps
Iowa City Climate Action & Outreach Position Descriptions*

- Maintain the audit portion of the team budget
- Send monthly report to site supervisors end the end of the month
- Distribute flyers for the CAO and for GIA events either in-person or digitally (team effort)
- Will support the Engagement Coordinator with their planned events/programs
- Maintain the Audit/Weatherization log
- 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)

The ideal candidate will possess the following skills:

- Strong Oral and written communication skills
- Work with a diverse audience
- Adaptable
- Willing to work within a team and independently
- Asks questions and for assistance when needed
- Organized
- Seeks out information for public assistance as it relates to energy efficiency
- Presentation skills
- Skills in Excel, Google Docs, Canva or is willing to learn
- Ability to update and manage a team calendar
- Ability to answer the phone/voicemails and emails in a timely manner

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

- Increase knowledge of building science and energy efficiency
- Hone skills in communication, working with a diverse audience, multitasking, working within a team and independently
- Increase knowledge of climate change and climate action
- Gain experience in presenting, networking, time management. Working within an office setting, office management, budget management, customer service, collaborating, public engagement, professional work experience in a local government, managing volunteers, establishing and maintaining effective working relationships with members of the public and city staff, and climate action plan implementation.

Position: Engagement Coordinator

Position Outline: The Engagement Coordinator will facilitate the Stream Table demonstration at the Kirkwood STEAM event with our Recreation staff. They can partner with City departments including the Parks and Recreation Department and the Public Library. In the past, activities included Eco Film Discussions, Eco Book Discussions, Endangered Species/Habitat Series, energy efficiency, planning and facilitating activities for special events/programs, and presenting on other environmental topics.

The Engagement Coordinator will lead the charge in recruitment for audit sign-ups as well as recruiting for summer and full-time members for the next term. They are the project lead in planning Earth Expo, which usually happens in the Spring. Additionally, the Engagement Coordinator helps the City's Recycling Coordinator with their weekly battery pick up from various locations throughout the City. Other events past coordinators have conducted include Eco Trivia, Invasive pulls, Trash Pick-Ups, Upcycling Workshop/Convention, Masen Bee House Workshop, Rain Barrel painting project, Compost bin pick-up event, and tabling at career fairs and the City's farmer's market.

Member Duties:

- Maintain the education and outreach material organization and update material inventory as needed
- Create a marketing plan for events you plan/facilitate and send information to the Climate Action Communications Assistant before the due date
- Collaborate/partner with community-based organizations to create program and participate in events around the city
- Plan some programs that relate to the City's Climate Action and Adaptation Plan
- Maintain contact Excel document on the team's Google Drive
- Lead efforts in summer member recruitment and full-time recruitment for next team
- Distribute flyers for the CAO and for GIA events either in-person or digitally (team effort)
- Maintain the Outreach/Education logs
- 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)

The ideal candidate will possess the following skills:

- Oral and written communication skills

*Green Iowa AmeriCorps
Iowa City Climate Action & Outreach Position Descriptions*

- Work with a diverse audience
- Basic knowledge of climate change
- Presentation skills
- Adaptable
- Willing to work within a team and independently
- Asks questions and for assistance when needed
- Organized
- Ability to build and maintain working relationships with partners
- Ability to multitask and plan multiple events/programs during the month

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

- Hone skills in communication, working with a diverse audience, multitasking, presenting, working within a team and independently
- Increase knowledge of climate change and climate action
- Gain experience in marketing, creating and facilitating small events and programs, networking, time management, working within an office setting, collaborating with local community-based organizations, engagement with the public, professional experience working in a local government, managing volunteers, establishing and maintaining effective relationships with members of the public and city staff, and climate action plan implementation.