



City of Dubuque Sustainability Position Descriptions

City of Dubuque, Sustainability Office | 50 West 13th Street, Dubuque, IA 52001

This site is hiring to fill the following positions:

- Capacity Builder (2 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

Members can anticipate serving the majority of their service hours between 8:00am - 5:00pm Monday-Friday, with occasional nights and weekends as projects require. However, specific schedules will vary by host agency. Schedules may vary seasonally based on availability to carry out certain projects.

Host Site Overview:

The City of Dubuque vision for itself is a sustainable and resilient city, a community where ALL are welcome. Dubuque will preserve our Masterpiece on the Mississippi, have a strong, diverse economy and expand connectivity. Our residents experience healthy living and active lifestyles; have choices of quality, affordable, livable neighborhoods; have an abundance of diverse, fun things to do; and are successfully and actively engaged in the community. Additionally, the City Council has named Sustainability as one of its priorities each year since 2006. In 2020, the city updated the 50% by 2030 Community Climate Action and Resiliency Plan (CAP) and City Council approved funding of community engagement efforts and implementation related to the CAP. The Capacity Builder will help to ensure community engagement efforts have broad reach and support general sustainability initiatives.

The Capacity Builder will have the opportunity to use data collection, best practices research, community engagement, event planning, creativity, and review of historical practices to place sustainability initiatives at the forefront of the work, while exploring environmental career opportunities.

Team Description: The Office of Sustainability was established in 2006 as part of the City Manager's Office, at the direction of the City Council. The Sustainability Office guides the city's efforts to make our community a better place to live. The Office of Sustainability engages City leadership and collaborates across City departments and with the community to implement mitigation and adaptation initiatives, supports the Resilient Community Advisory Commission and facilitates other community-led sustainability projects. The CAP Capacity Builder will be part of the City Manager's Office and will work closely with the Sustainability Director, the Climate Action Coordinator, as well as several other departments and residents. The Office of Sustainability aims to strengthen our community's resiliency through action. Working both internally, to review, advise and promote sustainability within City

operations; and externally to build partnerships and support resident's efforts, while fostering collaboration throughout the community in Dubuque, Iowa.

This work improves the quality of life for residents of Dubuque; educates, and empowers residents to take action while providing an example of how creativity and passion support sustainability.

Read more about Sustainability in Dubuque - Sustainable Dubuque background found at <https://www.cityofdubuque.org/606/Sustainable-Dubuque>

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.

- **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 weatherizations, residential and/or public retrofits, distribution of energy savers kits)
 - **Climate Action Planning and Greenhouse Gas Inventory Activities**
 - **Waste reduction activities** (examples: recycling and/or composting education, waste audits)

Site Supervisor(s): Gina Bell, Sustainability Director, City of Dubuque

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: Capacity Builder (2 Positions Available)

Position Outline: The CAP Capacity Builder plays a crucial role in supporting the Office of Sustainability and implementing the community's 50% by 2030 Climate Action Plan that balances environmental and ecological integrity with economic prosperity and social/cultural vibrancy; performs related duties as required. The goal of this position is to support and implement sustainability work for the City while developing skills and experience in a local government setting.

Member Duties:

- City buildings energy usage assessment

- Implementation of 50% by 2030 Plan – priorities related to buildings and energy, fleet electrification and tree canopy.
- Communications planning and website and social media upkeep as related to specific projects
- Data entry and analysis related to energy efficiency and conservation
- Development and implementation of community education and engagement campaigns related to the Climate Action Plan
- Assist with logistics and agenda curation of the Growing Sustainable Communities Conference
- Other creative tasks as assigned.
- 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:

- Skill in computer technology, including Microsoft Office and Google products
- Strong oral and written communication skills
- Ability to quickly learn organizational policies, procedures and structures that influence the decision-making process
- Detail-oriented and able to accurately meet and communicate about deadlines
- Organized, analytical and highly motivated
- Proactive, able to identify potential issues and brainstorm solutions
- Commitment to provide high-level administrative support in a fast-paced environment
- Diplomatic, comfortable interacting with commissioners, city staff and residents
- Mission-driven with a passion for fostering social, economic or environmental change
- Interest in sustainability in local government
- Ability to work independently with initiative
- A deep interest in developing policies and programs to advance justice and sustainability goals in Dubuque
- Knowledge of and commitment to self-awareness, empathy and hard work

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

