



## 2025-2026 City of Dubuque Sustainability Office Position Descriptions

50 West 13th Street, Dubuque, IA 52001

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

Position #1 - #3 Capacity Builder

### **Terms:**

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter Time (TQT)	11-mo	1200 hours (28-30 hours/week)	\$18,000/term (\$1,636.00/mo)	\$5,176.50/term

Anticipated service schedule for this host site is between [8:00 am - 5:00 pm, Monday through Friday], with occasional nights and weekends as projects require.

**Host Site Overview:** *The City of Dubuque has committed to creating an equitable community of choice for all residents and businesses and recognizes its role in advancing racial equity and social justice through its daily operations. 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 equitable community engagement and general support of sustainability initiatives, including climate action implementation.*

*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 under-represented communities and sustainability initiatives at the forefront of the work.*

**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 Sustainable Community Coordinator 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 climate change 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 Sustainable Community Coordinator, the Climate Action Coordinator, as well as several other departments and residents.

### **Read more about Sustainability and Equity in Dubuque:**

- Sustainable Dubuque background found at <https://www.cityofdubuque.org/606/Sustainable-Dubuque>

- *Equity and Human Rights Department & Intercultural Competency work found at <https://www.cityofdubuque.org/215/Human-Rights>*
- *Inclusive Dubuque Equity Profile found at <http://inclusivedbq.org/community-equity-profile/>*

**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 [8 climate action plans and/or greenhouse gas reduction inventories]***
  - ***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

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**Position #1 - #3: Capacity Builder**

**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 Climate Action Plan – priorities related to building 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 equitable policies and programs to advance social justice and sustainability goals in Dubuque
- Knowledge of and commitment to diversity, equity, and inclusion body of practice

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

