



Green Iowa AmeriCorps



2022 OUTSTANDING PROGRAM OF THE YEAR
America's Service Commissions



23-34 Matthew 25 Position Descriptions

201 Third Ave SW, Cedar Rapids, IA 52404

This site is hiring to fill the following positions:

Position #1: Education Coordinator

Position #2: Outreach Coordinator

Position #3: Logistics Coordinator

Position #4: Energy Audit 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 **9am - 5pm, Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview: The mission of Matthew 25 is to empower people to improve the health of people and neighborhoods through quality affordable housing, healthy food, educational opportunities, and community building. Our efforts are mainly focused in the Taylor and Time Check neighborhoods of Cedar Rapids, and rely on an asset-based community development approach to community improvement. Our housing services include post-disaster recovery and home repairs for low income homeowners, free and low-cost tool rentals, as well as affordable rental housing. We also provide services to expand access to healthy and affordable food through our Cultivate Hope Urban Farm and Corner Store, as well as our pay-it-forward Groundswell Café. Educational services and opportunities include youth development summer camps and educational events and workshops. Our overall vision is of thriving, connected communities with sharing economies, where all people are valued, talents are multiplied, and neighbors live healthy, nourished lives full of opportunity.

Green Iowa AmeriCorps service members engage with our site through a variety of service activities, including but not limited to energy audits and efficiency measures, volunteer engagement, community outreach, youth environmental education, sustainable agriculture, and direct service efforts addressing community issues such as food and housing insecurity.

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
- **Energy Efficiency Services** (Audits, Weatherizations, Delivery of Energy Savers Kits)

Site Supervisor(s): Jessica Bolten, Volunteer Coordinator

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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: Education Coordinator

Position Outline: Education Coordinator leads and assists on educational projects and initiatives serving both host site and Green Iowa goals. These are including but not limited to youth development summer camps at our Cultivate Hope Urban Farm, education-related initiatives with neighboring nonprofits such as the ECICOG Summer Reading program, and environmental education initiatives such as our school garden lesson program in partnership with the Cedar Rapids Community School District.

Member Duties:

- Assist with general education efforts and events
- Assist with educational outreach projects such as the ECICOG Summer Reading program
- Communicate with other local organizations on partnerships and collaborative projects
- Assist with lesson planning of garden lessons and youth development activities
- Collaborate with host site staff and provide support on host site projects when appropriate
- Collaborate with education host site staff
- Provide guidance and supervision to students and adhere to host site child protection policies
- Participate in direct service activities facilitated by host site
- Serve as responsible steward and representative of Green Iowa AmeriCorps and Matthew 25 when working and interacting with community members
- 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:

- Ability to collaborate and work as a team
- Ability to communicate effectively
- Time management
- Interpersonal communication skills
- Educational skills
- Outreach skills
- Quantitative analysis
- Flexibility and adaptability
- Proficiency with Google Workspace
- Experience working with marginalized populations
- Knowledge of and interest in environmental sustainability

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

- Project management
- Environmental education

Green Iowa AmeriCorps Matthew 25 Position Descriptions

- Direct service
- Volunteer engagement
- Community outreach
- Event planning

Position: Outreach Coordinator

Position Outline: Outreach Coordinator collaborates with Green Iowa team and with marketing and community building staff to develop effective outreach and engagement strategies. Activities and projects may include spearheading door knocking campaigns, engaging volunteers during events like Transform Week and other volunteer service events, and providing logistical support on community outreach events like Cultivate Hope farmer's markets.

Member Duties:

- Assist with general outreach efforts and events
- Assist with educational outreach projects such as the ECICOG Summer Reading program
- Communicate with other local organizations on partnerships and collaborative projects
- Assist with volunteer engagement and recruitment
- Work closely on direct service activities and events utilizing volunteers
- Collaborate with host site staff and provide support on host site projects when appropriate, such as Matthew 25's Transform Week
- Collaborate with marketing and community building host site staff on outreach initiatives
- Participate in direct service activities facilitated by host site
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Position: Logistics Coordinator

Position Outline: Logistics Coordinator works collaboratively with energy audit coordinators to meet host site audit and weatherization goals. Logistics Coordinator schedules and scopes visits to residential properties for energy audits, and analyzes data collected to produce reports and best practices for energy use and sustainability. Logistics Coordinator also assists the work of energy audit coordinators, and collaborates with our neighborhood building department to address community energy efficiency concerns.

Member Duties:

- Assist with general audit and weatherization efforts
- Collaborate with host site staff and provide support on host site projects when appropriate, such as Matthew 25's Transform Week
- Provide general planning and scheduling support to Green Iowa team
- Collaborate with host site housing staff and assist with host site housing projects as appropriate
- Participate in direct service activities facilitated by host site
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Position: Energy Audit Coordinator

Position Outline: Energy Audit Coordinator works to conduct energy audits at residential properties. Audit Coordinators also engage with homeowners and the community to determine practical solutions for energy waste. Audit Coordinator also works closely with host site's housing programs to assess and propose potential energy efficiency strategies for homeowners served by host site. Audit Coordinators also collaborate with the Education and Outreach Coordinators to provide community outreach and guidance on sustainable energy use practices.

Member Duties:

- Perform energy audits at residential properties
- Provide helpful service to audit clients, providing general information on energy efficiency measures and strategies
- Perform low-scale weatherizations for audit clients
- Collaborate with Green Iowa team to carry out shared goals and performance measures
- Collaborate with host site staff and provide support on host site projects when appropriate, such as Matthew 25's Transform Week
- Collaborate with host site housing team on energy efficiency measures for those receiving housing services
- Participate in direct service activities facilitated by host site
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