



23-24 City of Fairfield Resilience Project Position Descriptions

Maharishi International University Campus

Fairfield, Iowa

This site is hiring to fill the following positions:

Position #1: *Community Resilience Project Manager*

Position #2: *Resilience Community Education and Outreach 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

Service hours scheduled for this host site to generally be completed between **9:00 am - 3:00 pm Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview: Fairfield is a very active community working towards creating a more sustainable future. The sustainability coordinator is creating collaborative networks of active residents to work on various sustainability projects. There will be opportunities for community education and outreach, public speaking, environmental work, local food initiatives, government relations, grant writing, business development, and community organizing.

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*

- **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**
 - **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]
 - **Waste reduction activities** (examples: recycling and/or composting education, waste audits)

Green Iowa AmeriCorps
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Site Supervisor(s): Rachel Hillier, City of Fairfield Sustainability Coordinator

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: Community Resilience Project Manager

Position Outline:

- Fulfillment of the RIC Pilot Site Initiative to Build a Community Resilience Model
 1. Support the sustainability coordinator in the assemblage, maintenance, data sharing and on-going communication with the community task force.
 2. Assist the sustainability coordinator in the process of identifying priority gaps in the RIC assessment, developing actions to be taken, and tracking progress in these areas.
 3. Assist the sustainability coordinator in the community-based process to identify the key pillars of the Fairfield resilience model, develop an action plan which will include a monitoring and evaluation protocol, and start the implementation process.
- Helping to Implement Key Elements of the FF Comprehensive Plan and Priority Strategies as Established by the City Council, including but not limited to:
 1. Conduct an energy efficiency audit on a designated number of low income and workforce housing units to identify and implement energy efficiency improvements.
 2. Update the existing renewable energy audit.
 3. Continue the solid waste management audit, make recommendations on how to expand recycling programs to non-residential and commercial interests including apartment and multiplex complexes; investigate opportunities for creating a commercial food composting program and home composting model for Fairfield.
 4. Help research and develop sustainable building best practices.

Member Duties:

- Gather data and build necessary networks to create a Community Resilience Plan to assess uncertainty response opportunities for the host city/county to develop future planning decisions and upgrades as available.
- Complete a minimum of one energy efficiency project with a community partner or host
- Complete a minimum of one residential energy efficiency project engaging a minimum of 25 households in collaboration with their host or community partners
- Refer minimum of 3 local businesses to energy efficiency services through Iowa Waste Reduction Center
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs

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- 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:

Proven numerical skills / proven attention to detail

Project management – design and execution phases

Excellent MS office skills (excel & ppt)

BS/BA Graduate

Understanding of sustainability issues, preferably related to small municipalities.

Excellent critical thinking, interpersonal, communication, time management and problem solving skills

Proven involvement in sustainable development

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

Communication skills, project management, research and best practice presentations, civic engagement and community development.

Position: Resilient Community Education and Outreach Coordinator

Position Outline:

General Support for RIC Project.

1. Maintain an active and real time social media presence to communicate progress on all aspects of the community resilience process.
2. Utilize social media platforms to share accomplishments and communicate initiatives to the general public and targeted audiences.
3. Explore grant funding opportunities for solid waste management; residential (focus on low income and workforce housing) and civic building renewable energy retrofitting.
4. Assess IRA funding opportunities and make recommendations on the development of shovel-ready projects in collaboration with the Sustainability Coordinator and the City of Fairfield.

Member Duties:

- Plan and execute 5 sustainability/ resilience education events to inform Fairfield residents about resilience initiatives, in person and online for a minimum of 50 participants in total over the course of the service term in collaboration with team members and program partners. For example, the availability of and process of application for low-cost loans or funding for home improvements for low income residents.

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- Propose programs or practices that the city could adopt that could encourage more renewable energy adoption, aka, green banks (DOE), PACE, or government led approach to Credit Union for low interest, unsecured loan programs offered through solar installers.
- 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 develop and implement a community social media strategy

Ability to monitor online activity across community organizations

Ability to create and share content across social media platforms

Identify opportunities to influence public perception through audience engagement and public speaking promoting community engagement

Excellent critical thinking, interpersonal, communication, time management and problem solving skills

Excellent knowledge of social media platforms including Instagram, Pinterest, LinkedIn, Twitter and Facebook

Understanding and ability to communicate social media KPIs, web traffic metrics and SEO

Familiarity with web publishing tools

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

Online content creation, communication skills, public speaking, community relations, marketing, brand development, project management and grant research and proposal processes.