



25-26 Iowa City CAO Position Descriptions

City of Iowa City Climate Action and Outreach Division

3800 Napoleon Lane, Iowa City, IA

This site is hiring to fill the following positions:

Position #1: *Household and Community Outreach Technician*

Position #2: *Household and Community Outreach Technician*

Position #3: *Household and Community Outreach Technician*

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

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 City's Green Iowa AmeriCorps (GIA) team's **primary focus is performing home energy audits and weatherization for all members.** Members need to become familiar with City programs that could be beneficial to homeowners. The Climate Action Office (CAO) will provide information during orientation about City programs.

In addition to audits, members will assist the City with several pre-planned events as well as plan and facilitate their own outreach and education events, including the Neighborhood Energy Blitz and Earth Expo. All activities are directly related to climate change/climate action. The team will take the lead in packing the energy saving kits, planning walking routes, and the recruitment and managing of volunteers during the Neighborhood Energy Blitz.

- 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 the homeowner's permission
- Maintain team's Google Calendar (attendance, events, meetings, audits, etc.)
- Assist teammates with projects and events
- Distribute flyers for CAO and GIA events in-person and digitally

Green Iowa AmeriCorps
Position Descriptions

- Support each other for events and programs
- Take turns facilitating the weekly team meeting to plan for the week ahead
- Meet weekly with site supervisors to give and get updates

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
- **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)

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 1, 2, & 3: Household and Community Outreach Technician

Position Outline: Household and Community Outreach Technicians will receive training in home energy audits and weatherization services and will be expected to perform these skills in a courteous and professional manner for residents of Iowa City and/or Johnson County. They also will provide residents with information on City programs that could be beneficial to homeowners. Members will create reports on audit services for residents as well as site hose supervisors, and they will assist the city's Climate Action Analyst with any audit data. In addition, they will lead in planning/facilitated community education events related to climate change/climate action. This includes participating in preplanned events, established events, CAO events, and creating their own. Collaborating with other City Departments and community-based organizations (CBOs) is encouraged, and members will have the opportunity

Green Iowa AmeriCorps Position Descriptions

to assist the City's Recycling Coordinator with battery pickup and other programming. All members will create promotional materials for their planned activities/events.

Member Duties:

- Conducts energy audits/weatherization services for Iowa City households
- Maintain the audit and weatherization log
- Send out audit reports to homeowners that provides results from their audit/weatherization and any recommendations/resources that would help
- Maintain audit and weatherization supply inventory, education and outreach supplies, general office supplies
- Manage the supply budget, maintain the team calendar, make updates to the key contact Excel sheet, and respond to phone, voicemail, and email inquiries in a timely manner
- Compile a monthly report to share with host site supervisors
- Ensure quarterly reports are accurate for the team and submit final report to University of Northern Iowa
- Participate in and create education events/activities related to climate change
- Collaborate/partner with CBOs to create programs and participate in events around the City
- Recruit, manage, and train volunteers
- Assist in recruitment of members for summer and/or the following term
- 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 when needed
- Organized
- Presentation skills
- Skills in Excel, Google Docs, Canva or is willing to learn
- Ability to update and manage team calendar

Green Iowa AmeriCorps
Position Descriptions

- Ability to answer 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
- Experience working within an office setting, office management, budget management
- Develop skills in customer service, collaboration, public engagement, managing volunteers, and establishing and maintaining effective working relationships with members of the public
- Gain professional work experience in local government and with nonprofits
- Directly impact Climate Action Plan implementation and planning/facilitating of outreach/education events

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

