



## 25-26 Ames Sustainability Position Descriptions

City Hall, 515 Clark Ave, Ames, IA 50010

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

Position #1: Audit Coordinator

Position #2: Engagement Coordinator

### Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (27-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$5,176.50/term

Anticipated service schedule for this host site is **8:00 am – 5:00 pm, 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 of Ames values environmental sustainability and is committed to fostering creativity and innovation to address environmental challenges. In 2023, Ames City Council accepted the Climate Action Plan (CAP), setting aggressive greenhouse gas emission reduction targets for the community. Green Iowa AmeriCorps members will help to implement the CAP by administering energy efficiency services, engaging the community in sustainability outreach, and assisting the Sustainability Coordinator with research, planning, and implementation of projects related to the CAP.

Members will be a part of the City Manager's office and work with the Sustainability Coordinator, City departments, and Ames residents to support and implement climate action in the community. Members will administer energy efficiency services in close coordination with the Electric Department.

Read more about sustainability in Ames: [cityofames.org/sustainability](https://cityofames.org/sustainability)

**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*

- [Mandatory] Educational Programming engaging participants in environmentally focused lessons and activities [450 education events with 4500 individuals reached]

*Green Iowa AmeriCorps  
Ames Sustainability Position Descriptions*

- [Mandatory] Community Outreach engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- Additional Direct Service Activities (Select at least 2-3)
  - 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]
  - Waste reduction activities (examples: recycling and/or composting education, waste audits)

**Site Supervisor(s):**

Nolan Sagan, 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 (*no upper age limit*)
- Pass a [national service criminal history check](#)
- Hold one of the following [U.S. citizenship statuses](#): US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license
- Have a vehicle with proper insurance coverage for use (mileage reimbursement is provided)

**Position: Audit Coordinator**

**Position Outline:** The Audit Coordinator plays a crucial role in supporting Ames' sustainability goals. They will take the lead on energy efficiency services including scheduling, supplies, technical work, report writing, and data management. They will also support the Engagement Coordinator in outreach and education efforts. 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:**

- Lead energy audit and weatherization services and provide excellent customer service throughout the process
- 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 performing audits/weatherizations
- Display yard signs about audits in yards of homes, where permitted, if audits are performed
- Maintain audit and weatherization supply inventory and plan when supplies are

*Green Iowa AmeriCorps  
Ames Sustainability Position Descriptions*

needed for upcoming audits/weatherizations so purchases can happen on time.  
Communicate supply needs to the site supervisor.

- Implementation of the Climate Action Plan – priorities related to energy, buildings, transportation, waste, and ecosystems.
- Maintain the team's calendar (attendance, events, meetings, audits, etc.)
- Maintain the audit portion of the team budget
- Send monthly report to site supervisor at the end of the month
- Will support the Engagement Coordinator with their planned events/programs
- Maintain the Audit/Weatherization log
- 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
- Comfortable interacting with and providing excellent customer service to city staff and residents
- Interest in conducting residential energy efficiency audits and weatherization projects
- Purpose-driven and motivated by environmental sustainability
- Willing to work within a team and independently
- Asks questions and for assistance when needed
- Organized, detail-oriented and able to accurately meet and communicate deadlines
- Seeks out information for public assistance as it relates to energy efficiency
- Presentation skills
- Skills in Microsoft Office or is willing to learn
- Ability to promptly answer the phone/voicemails and emails

**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 diverse stakeholders, multitasking, working within a team and independently
- Increase knowledge of sustainability and climate action
- Gain experience in presenting, networking, time management, working within an office setting, office management, budget management, customer service, collaborating, public engagement, professional work experience in a local government, establishing and maintaining effective working relationships with members of the public and city staff, and climate action plan implementation.

*Green Iowa AmeriCorps  
Ames Sustainability Position Descriptions*

**Position:** Engagement Coordinator

**Position Outline:** The Engagement Coordinator will conduct outreach and engagement to educate the public about sustainability and climate action. They will lead the charge in recruitment for audit sign-ups. They will also assist in planning and staffing at various City sustainability events, including EcoFair, Rummage RAMPage, and the Farmer's Market.

**Member Duties:**

- Support the Audit Coordinator in administering energy efficiency services and recruiting program participants
- Work closely with the Communications and Outreach team to coordinate outreach methods for sustainability initiatives and events
- Maintain the education and outreach material organization and update material inventory as needed
- Collaborate/partner with community-based organizations to create programs and participate in events around the city
- Development and implementation of community education and engagement campaigns related to the Climate Action Plan
- Implementation of the Climate Action Plan – priorities related to energy, buildings, transportation, waste, and ecosystems.
- 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)
- Research on best practices for sustainability practices

**The ideal candidate will possess the following skills:**

- Strong oral and written communication skills
- Comfortable interacting with and providing excellent customer service to city staff and residents
- Interest in conducting residential energy efficiency audits and weatherization projects
- Purpose-driven and motivated by environmental sustainability
- Willing to work within a team and independently
- Asks questions and for assistance when needed
- Organized, detail-oriented and able to accurately meet and communicate deadlines
- Seeks out information for public assistance as it relates to energy efficiency
- Presentation skills
- Skills in Microsoft Office or is willing to learn
- Ability to promptly answer the phone/voicemails and emails

*Green Iowa AmeriCorps  
Ames Sustainability Position Descriptions*

**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 diverse stakeholders, multitasking, working within a team and independently
- Increase knowledge of sustainability and climate action
- Gain experience in presenting, networking, time management, working within an office setting, office management, budget management, customer service, collaborating, public engagement, professional work experience in a local government, establishing and maintaining effective working relationships with members of the public and city staff, and climate action plan implementation.

---

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

