



CEEE Communications Coordinator Position Description

Center for Energy & Environmental Education | 8106 Jennings Dr, Cedar Falls, IA

This site is hiring to fill the following position:

Position #1: CEEE Communications 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 flexible hours between **9:00 am - 3:00 pm, Monday through Friday**, with occasional evenings and weekends as projects require.

Host Site Overview: The [Center for Energy & Environmental Education \(CEEE\)](#) creates opportunities for UNI students, faculty and staff to work with community leaders to arrive at evidence-based, solution-oriented responses to the problems they wish to address. We offer technical assistance, educational programs, and leadership in energy conservation and renewable energy, environmental conservation and community-based agriculture. The CEEE serves Iowa cities, counties, school districts, teachers, farmers, businesses, elected officials, state agencies, community leaders, citizen organizations and individuals.

Site Supervisor(s): Leah Baethke, Green Iowa AmeriCorps Program Manager

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: CEEE Communications Coordinator

Position Outline:

The Communications Coordinator assists with promoting, highlighting, and marketing events and programming at the CEEE as well as larger program events throughout the state. This member also assists with marketing and promoting recruitment efforts throughout their service term as well as promoting the Green Iowa AmeriCorps brand. This member works closely with the supervisor, other Green Iowa AmeriCorps members, and other CEEE staff to create and publish content regularly on our social media channels, website, blog, and other available outlets.

Member Duties:

- Capturing photo and video content of members in service
- Connecting with each Green Iowa AmeriCorps host site to gather adequate storytelling content including but not limited to: photographs of members in action, updates from each agency, open positions, testimonials (from members and agency), and tracking participation
- Creating content for Green Iowa's various social media accounts and posting regular updates (2-3 times/week) - This includes the creation of stories, reels, and static photos posts.
- Write and edit blog posts for the Green Iowa AmeriCorps Blog on the GIA website
- Creating flyers, press releases, brochures, and other promotional materials for program events
- Assisting with Green Iowa recruitment efforts throughout the state by marketing available positions online and creating recruitment materials
- Publish quarterly Green Iowa AmeriCorps newsletters
- Assist with CEEE marketing efforts as needed for all programs at the Center
- Gathering testimonials from alumni and current members
- Organize monthly "member/host site spotlights" to share on our media platforms
- Assist with updates to the Green Iowa AmeriCorps website
- Assist with updating existing marketing materials and expand program's branding kit
- Track and report performance measures related to service and grant activities in the format and timeline requested by program staff including but not limited to:
 - # of Social media posts across all platforms
 - # of sites contributing content and providing rating of their contributions
 - # of blog posts and content summary
 - Track and Report social media engagement
 - Qualitative report on new partnerships built, new markets reached, successes and challenges, etc.

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- Participate regularly in direct service activities alongside local members to capture content and deepen understanding of program service activities
- 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 communication and organizational skills
- Interpersonal skills to build relationships with staff, supervisors and other members
- Ability to function independently and follow through on commitments
- Time management skills
- Experience using various social media platforms (Facebook, Instagram, TikTok, LinkedIn)
- Experience with (or interest in learning how to use) tools like Wix, Canva, InDesign, Photoshop, Creative Cloud, etc.

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

- Content creation
- Social media management
- Storytelling
- Professional writing
- Graphic Design
- Communication
- Time management
- Opportunities to attend trainings throughout the service term to strengthen these skills