



23-24 Government of Polk County, IA Position Description

Based at Polk County Public Works | 5885 NE 14th Street, Des Moines, Iowa 50314
Serving Central Iowa's CPRG program

This site is hiring to fill the following positions:

Positions: *Sustainability Assistants* [2 Positions Available]

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 **9:00 am - 4:00 pm, Monday through Thursday**, with nights and weekends as projects require.

Host Site Overview: Polk County, Iowa is the lead agency for the [USEPA's Climate Pollution Reduction Grant](#) (CPRG) program for the Des Moines, Iowa metropolitan statistical area. The CPRG program is a catalyst across the United States to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution at the state, regional, county, and local levels.

Therefore, starting in Fall 2023 Polk County staff will begin the planning process required to fulfill the deliverables of the grant: a priority climate action plan (PCAP; due 3/2024) and a comprehensive climate action plan (CCAP; due 8/2025), and status reports. And while Polk County is the lead agency, this planning grant and County team will open this work to all citizens and jurisdictions in Central Iowa to join development, decisions, and actions.

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]

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- Educational programming focused on climate and sustainability interpretation and collaborating with partners on development of a portfolio of materials and activities
- *PC CPRG specific goals: develop materials specific to CPRG and Central Iowa GHGs and CAPs, host and/or participate in 50 events, with the intent of reaching at minimum 1000 individuals.*
- **Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
 - *PC CPRG specific goals: develop materials specific to CPRG and Central Iowa, host and/or participate in 50 events, with the intent of reaching at minimum 1000 individuals.*
- **Climate Action Planning and Greenhouse Gas Inventory Activities** [8 climate action plans and/or greenhouse gas reduction inventories]
 - *PC CPRG specific goals: develop Central Iowa Priority Climate Action Plan including GHG inventories for up to 7 counties.*
 - **Climate mitigation and adaptation field projects** across central Iowa to advance reduction and resilience goals, including but not limited to:
 - PC CPRG specific goals: TBD based on outcomes of outreach and engagement, however, pilot projects demonstrating equitable GHG reduction opportunities through partnerships and innovation will be highly encouraged and prioritized.
 - Watershed & Ecosystem Management
 - Urban Forestry
 - Resource Efficiency & Conservation
 - Sustainability Marketing & Interpretation
- **Water quality related projects** [100 water quality related projects]
- **Tree planting** [1500 trees planted]

Site Supervisor(s): Allison van Pelt – Sustainability Planner

Johnathon Swanson – Water Resources Supervisor

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: Sustainability Assistant [2 Positions Available]

Position Outline: Under supervision of the Sustainability Planner, performs work in sustainability and climate planning by assisting activities/operations within the Public Works Department and throughout the Central Iowa region involving the investigation, participation, and implementation of sustainability and climate action related tasks and projects as related to the [US EPA Climate Pollution Reduction Grant program](#).

Member Duties:

- Support climate and sustainability marketing, engagement, & outreach strategies, with focus on equitable accessibility and fulfilling public meeting law requirements;
- Produce greenhouse gas inventories, conduct research and assessments, as needed (technical training will be made available);
- Serve through the development and execution of field projects that advance understanding, adoption, or acceptance of climate action measures;
- Establish new and/or enhance existing partnerships;

- 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:

- Passion for:
 - Participating in authentic community dialogue
 - Serving their neighbors
 - Building a better tomorrow
- Knowledge of climate issues in Central Iowa
- Creative thinking
- Ability to create and maintain complex workbook in Microsoft Excel – preferred due to large scale of project and geographical scope.
- Tenacity and resolve – preferred solely because this will be an uphill and sometimes tough process, however, supervisor will aid in ensuring this is maintained during service.

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

- Climate action planning
- Preparation of:
 - Greenhouse gas inventories & reports
 - Low-income and disadvantage communities' assessments
 - Creative marketing & outreach
- Multi-scale government & change management processes
- Public relations, engagement, and communications

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

