



AmeriCorps Project Conserve 2019 – 2020 Service Description



AmeriCorps Position Title: Outings & Education Coordinator
Host Site: MountainTrue

Service Term: September 4, 2019 – July 31, 2020

Supervisor Name: Susan Bean
Supervisor Title: Community Engagement Manager
Supervisor E-mail: susan@mountaintrue.org

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Host Site Mission Statement:

MountainTrue champions resilient forests, clean waters, and healthy communities in Western North Carolina. We focus on a core set of issues – sensible land use, restoring public forests, clean energy, and improving water quality – that have high impact on the environmental health and long-term prosperity of our region.

Summary of Position:

The Outings & Education Coordinator engages MountainTrue members and local residents in environmental protection in Western North Carolina through outings such as hikes and paddle trips, outreach programs and initiatives, and environmental education within the community. The coordinator will also serve as the project lead for educational events including the OLLI Ecology of the Southern Appalachians course and the No Man's Land Film Festival. The coordinator will support MountainTrue's racial equity work by creating programming specifically designed to engage communities of color in environmental conservation. The activities undertaken by this position will inform, inspire, and connect a broad public to the natural world and its delicate and often threatened ecosystems, thereby increasing general support for conservation efforts in our region.

Qualifications – Knowledge, Skills, and Abilities:

- Excellent planning and organizational skills.
- Experience working with diverse people (youth, retirees, rural, urban, people of color).
- Strong time management skills.
- Ability to manage multiple projects at once and maintain attention to detail.
- Ability to work as part of a team as well as independently.
- Understanding of web communications and the use of social media.
- Demonstrated outdoor and trip leader skills a plus.
- Experience organizing and leading environmental education events. Training and/or teaching experience a plus.
- Excellent oral (including public speaking) and written communication skills.

- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

Mon – Fri 9am – 5pm, with occasional evening and weekend hours as needed

Position Responsibilities and Duties

Conservation Education: 100%

- Organize numerous hikes and other activities featuring MountainTrue programs and priorities such as old growth forests, ecology, water quality, energy efficiency, land use planning and development, and others. Coordinate with topic expert. Ensure education opportunities are provided throughout our service region of counties across Western North Carolina.
- Serve as a project lead or be a key team member supporting major events including the OLLI Ecology of the Southern Appalachians class, the No Man's Land Film Festival, and the French Broad River Paddle Trip.
- Work closely with the Community Engagement Manager to create and organize special events for members.
- Integrate activities with the Forest Keeper and Water Quality Administrator (MountainTrue AmeriCorps).
- Manage event pages content for website, posts to social media, flyers & posters for events, volunteer sign up forms for web, email communications to promote events and programs, and communications with general public looking to learn about MountainTrue and engage with our programs
- Participate in the community as a MountainTrue team member contributing to the success of the organization.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to three overnight stays.

Essential Functions

Equipment / Software Used: Laptop computer, wordpress website, EveryAction Digital database, social media platforms, Google Drive

Physical Demands: Need to be able to hike 8 miles (for seasonal hiking outings)

Transportation Needs: Personal vehicle preferred, but not required

Setting/Location of Service Activities: various outdoor locations in Western North Carolina; main office is in Asheville NC

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).