



AmeriCorps Project Conserve

2020 COVID-19 Relief Member

Submission Instructions &
Host Site Contact Information

Positions open until filled



For questions, please contact Amy Stout at
828-697-5777 ext. 217 or projectconserve@conservingcarolina.org

SUBMISSION INSTRUCTIONS

- To be considered for a position, you must submit an application to each host site to which you are applying AND an application to the Project Conserve Program Director. Please see the Application Checklist (page 1-2 of this document, below) for details regarding what documents to include with each application.
- All Project Conserve host sites (including program director) accept electronic (e-mail) OR hard copy applications.
- If you are submitting an electronic application, please use the following format for file names:
Last Name_First Name_Document Name
- Please note that the primary contact for applications may be different than the supervisor identified in the service description. To find out where to send your host site applications, please see the Host Site Contact List (page 2 of this document)

APPLICATION CHECKLIST

Applications to Host Sites: To be considered for a COVID-19 Relief position, please submit the following documents directly to each host site to which you are applying. All host sites accept electronic (e-mail) or hard copy applications. Host Site contact information can be found on pages 2 – 3 of this document.

- 1. Application Form with Short Answers**
- 3. Resume** – Include education, self-employment history, internships/fellowships, full or part-time paid or unpaid work experience, community service experience and any professional affiliations.

Application to Project Conserve Program Director: An additional copy of your application, which includes the documents below, must be submitted to the Project Conserve Program Director.

- 1. Cover Sheet (including signature)**
- 2. Application Form with Short Answers**
- 4. Resume** – Include education, self-employment history, internships/fellowships, full or part-time paid or unpaid work experience, community service experience and any professional affiliations.

Additional Required Documents (if selected for a position)

If you are offered a position, the following documents are due within **2 weeks** of position acceptance.

- 1. **A Copy of your Birth Certificate OR valid U.S. Passport OR Permanent Resident/Alien Registration Card**
- 2. **A Copy of your valid Driver's License** – Most Project Conserve positions require a Driver's License. If the position does not require Driver's License, you may include a copy of another valid photo ID.
- 3. **A Copy of your Social Security Card**
- 4. **Official College Transcript OR proof of high school graduation**

HOST SITE CONTACT INFORMATION

On the last page of the Project Conserve application, please rank the positions for which you would like to be considered. You may apply for any number of positions. Please e-mail or mail one complete copy of your application to each host site to which you are applying and one copy to the Program Director, using the contact information listed below. If you are applying to positions at Conserving Carolina, the Program Director copy is sufficient. (You do not need to submit an additional Conserving Carolina host site copy.)

All Applications:

Project Conserve Program Director

Attn: Amy Stout
projectconserve@conservingcarolina.org
847 Case Street
Hendersonville, NC 28792

American Red Cross serving WNC

Attn: Megan Robinson
megan.robinson@redcross.org
100 Edgewood Road
Asheville, NC 28804

United Way of Asheville & Buncombe County

Attn: Sarah Roth
sarah.roth@unitedwayabc.org
50 South French Broad Avenue
Asheville, NC 28801

Host Site Applications:

Blue Ridge Health

Attn: Jackie Antiveros
jantiveros@brchs.com
220 5th Avenue East
Hendersonville, NC 28792

Veterans Healing Farm

Attn: Heather Draper
development@veteranshealingfarm.org
19 Mahshie Lane
Hendersonville, NC 28739

Homeward Bound

Attn: Ashley Campbell
ashley@homewardboundwnc.org
PO Box 1166
Asheville, NC 28802

Only Hope WNC, Inc

Attn: Michael Absher
onlyhopewnc@gmail.com
PO Box 394
Hendersonville, NC 28793