



AmeriCorps Project Conserve

Member Application 2021-2022

Submission Instructions &
Host Site Contact Information



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 Amy Stout, 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.
- Electronic applications are preferred, but we will accept hard copy (mailed) applications if necessary.
- 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 2-3 of this document)
- If you are applying for multiple positions at one host site, it is only necessary to submit ONE copy of your application to the site.
- For positions located at Conserving Carolina, applicants only need to submit one application to Amy Stout, the Project Conserve Program Director.

APPLICATION CHECKLIST

Applications to Host Sites: To be considered for a Project Conserve 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**
- 2. College Transcript OR proof of high school graduation** – An unofficial transcript is acceptable, as long as the transcript is legible and includes your name. Many Project Conserve positions require a college degree. Please see individual service descriptions for specific eligibility requirements.
- 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**
- 3. **College Transcript OR proof of high school graduation** – An unofficial transcript is permitted at the time of application, as long as it is legible and has your name.
- 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 Project Conserve 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 upload 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

[Upload to Egnyte](#)

847 Case Street

Hendersonville, NC 28792

Host Site Applications:

Asheville GreenWorks

Attn: Eric Bradford

careers@ashevillegreenworks.org

318 Riverside Drive

Asheville NC 28801

Conserving Carolina

Attn: Amy Stout

[Upload to Egnyte](#)

847 Case Street

Hendersonville, NC 28792

Environmental Quality Institute (EQI)

Attn: Michelle Pena-Ortiz

michelle@eqilab.org

104 Eastside Drive, Unit 302

Black Mountain, NC 28711

Host Site Applications, CONTINUED:

Great Smoky Mountains National Park

Attn: Natrieifia Miller
natrieifia_miller@nps.gov
P.O. Box 357
Lake Junaluska, NC 28745

Hemlock Restoration Initiative of WNC Communities

Attn: Margot Wallston
director@savehemlocksncc.org
594 Brevard Road
Asheville, NC 28806

Mills River Partnership

Attn: Maria Wise
maria.millsriverpartnership@gmail.com
4139 Haywood Road
Mills River, NC 28759

MountainTrue

Attn: Susan Bean
susan@mountaintrue.org
29 N. Market Street, Suite 610
Asheville, NC, 28801

The North Carolina Arboretum Society

Attn: Trudie Henninger
thenninger@ncarboretum.org
100 Frederick Law Olmsted Way
Asheville, NC 28806

RiverLink

Attn: Justin Young
justin@riverlink.org
P.O. Box 15488
Asheville, NC, 28813-0488

Southern Appalachian Highlands Conservancy

americorps@appalachian.org
372 Merrimon Ave.
Asheville, NC 28801

Southwestern NC RC&D Council

Attn: Lynn Sprague
Lynn.Sprague@haywoodcountync.gov
589 Raccoon Road
Waynesville, NC 28786

Transylvania County Cooperative Extension

Attn: Bart Renner
bmrenner@ncsu.edu
106 East Morgan Street, Suite 109
Brevard, NC 28712

Town of Lake Lure / Rutherford Outdoor Coalition

Attn: Jess Kerr
jess@rutherfordoutdoor.org
P.O. Box 255
Lake Lure, NC 28746