



AmeriCorps Project Conserve 2022 – 2023 Service Description



AmeriCorps Position Title: Sustainability Coordinator
Host Site: Asheville GreenWorks

Supervisor Name: Joéle Emma
Supervisor Title: Director of Education
Supervisor E-mail: joele@ashevillegreenworks.org

Address: 2 Sulphur Springs Road, Asheville NC 28806

Phone: 828-254-1776
Fax: n/a
Website: www.ashevillegreenworks.org

Host Site Mission Statement: Established in 1973, Asheville GreenWorks inspires, equips and mobilizes individuals and communities to take action to care for the places we love to live. With thousands of volunteers, we engage the community in grassroots projects such as urban forestry, environmental cleanups, anti-litter and waste reduction education, creation of green spaces, care and preservation of Asheville’s rivers and trees.

Summary of Position:

The Sustainability Coordinator service member will raise public awareness about the importance of conserving our natural resources through education about waste reduction, recycling, and composting through educational activities including workshops, presentations, educating volunteer units within organizations, and school programs. The member will develop and implement educational programs and events in school classrooms, virtually, at community gatherings such as festivals, and on school field days about why and how to recycle, as well a guiding lunchroom composting in local elementary schools.

The service member will participate in writing blog posts and creating social media posts around the Mind Your Plastic May campaign and other campaigns on waste reduction. The service member will work with outside organizations and businesses to assist with their waste reduction efforts and campaigns such as those with churches, local colleges, and local businesses.

Due to a consistent change in residents, the member will work on special projects within public housing areas to address recycling and waste reduction. The service member will also carry out recycling outreach education in a five-county area, including Henderson, Buncombe, Madison, Haywood, and Transylvania Counties giving presentations at libraries, schools, and other outlets on waste reduction.

The member will create programs centered around sustainable practices that will enrich Asheville / Buncombe for many years to come.

Qualifications – Knowledge, Skills, and Abilities:

- Valid driver's license
- Knowledge of environmental education practices and skills working with school aged children and adults.
- Ability to work with diverse populations and neighborhoods.
- Good organization and communication skills.
- Background in sustainability and waste reduction
- Public speaking
- Willingness to protect and advocate for the environment
- Excellent interpersonal and organizational skills
- Self-motivator
- Competent computer (PC/Mac) and social media skills
- Must be outgoing and energetic
- Desire to create a low-to-no waste society
- 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:

Typical schedule is 8:30 am to 4:30 pm, Monday through Friday with some evenings and weekends.

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 one or two overnight stays.

Position Responsibilities and Duties

Conservation Education: 100%

Volunteer Infrastructure Program (VIP): 0%

At-Risk Ecosystem Impacts: 0%

Essential Functions

Equipment/Software Used: Mac / PC, Office, Google Docs, Google Sheets, Presentation software, various social media outlets

Physical Demands: Must be able to lift 50 pounds and can be on your feet for extended hours sometimes in the cold and heat.

Transportation Needs: Must have reliable transportation.

Setting / Location of Service Activities: Asheville / Buncombe, Haywood, Henderson, Transylvania, Madison

Other Considerations:

- Using computer software and online programs for conservation-based education and outreach initiatives including social networking, written articles and press releases.
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).