



## AmeriCorps Project Conserve 2024 – 2025 Service Description



**AmeriCorps Position Title:** Resilience Project Coordinator  
**Host Site:** City of Asheville.

**Supervisor Name:** Bridget Herring  
**Supervisor Title:** Sustainability Director  
**Supervisor E-mail:** bherring@ashevillenc.gov.

**Physical Address:** 70 Court Plaza, 28801  
**Mailing Address (if different):** P.O. Box 7148 Asheville, NC 28802

**Phone:** 828-259-5558.  
**Fax:**  
**Website:** <https://www.ashevillenc.gov/department/sustainability/>

### **Host Site Mission Statement:**

The City of Asheville has a strong record and long standing commitment to sustainability. The Sustainability Department was created in 2008 to integrate sustainable design, technology, and practice into municipal operations, infrastructure and services. The Sustainability Department is responsible for incorporating City Council's Strategic Goals and City Resolutions pertaining to climate change mitigation and adaptation within the organization.

### **Summary of Position:**

This position will support research and community engagement for the Climate Justice Initiative, conduct research on best practices and provide educational opportunities to our vulnerable communities on building resilience in their communities. The member will also add capacity to existing projects and community based organizations that the City currently contracts with to implement programs that support our Municipal Climate Action Plan, Food Policy Action Plan, Waste Reduction Goal and 100% Renewable Energy Goal.

### **Qualifications – Knowledge, Skills, and Abilities:**

- Must be 18 years of age or older prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Speak, read, and write English fluently.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Google Workspace, Microsoft Office Suite (Word, Excel), completing internet searches, and navigating resources online, completing data entry, using e-mail regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.
- Positions that require driving will require a valid driver's license and the ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- 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:**

Generally, the service member will serve Monday-Friday between 8:30AM and 5:00PM. The member will have flexibility to adjust workday length based on programs facilitated and time served throughout the week, as long as required hours to complete service term are met.

***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 (30%)**

- Deliver education sessions on sustainable practices for residents and businesses
- Develop educational materials for staff to educate support advancement sustainability practices for residents and businesses (CB)

**VOLUNTEER ENGAGEMENT (20%)**

- Add capacity to existing community-based organizations that the City currently contracts with to implement programs that support our Municipal Climate Action Plan, Food Policy Action Plan, Waste Reduction Goal and 100% Renewable Energy Goal.
- Build volunteer recruitment form and database. (CB)
- Develop communication protocol through public input (CB)

**CLIMATE RESILIENCE (50%)**

- Attend community events, gatherings, and meetings to develop relationships between the community and the host organization and provide information around household and community/neighborhood resilience activities
- Conduct research on best practices around household and community/neighborhood resilience activities (CB)

## **Essential Functions:**

### ***Essential functions are the fundamental job duties:***

- *Meaning the position exists to perform the function;*
- *There is a limited number of employees among whom the performance of the function can be distributed;*
- *And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.*

Equipment / Software Used: Laptop, Google Suite

Physical Demands: Some working hours may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools up to 30 lbs.

Transportation Needs: Positions that require driving will require a valid driver's license and the ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.

Setting/Location of Service Activities: Some working hours are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.

Other Considerations: [Click here to enter text.](#)

### **Choose the essential functions of this position:**

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).

Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.

Conducting field-based monitoring, assessment, and management of conservation properties, public lands, and/or water quality monitoring sites.

Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data

Other Essential Functions: [Click here to enter text.](#)