



# AmeriCorps Project Conserve 2024 – 2025 Service Description



**AmeriCorps Position Title:** Energy Management Project Coordinator  
**Host Site:**

**Supervisor Name:** Sergey Kobelev  
**Supervisor Title:** Certified Energy Manager  
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**Host Site Mission Statement:**

## **Summary of Position:**

The Energy Management Project Coordinator (EMPC) coordinates and executes projects as assigned by the Certified Energy Manager (CEM) via the Office of Sustainability and Resilience and various City Departments, and its energy vendors to address energy management needs. The EMPC is expected to implement local projects that lead to a positive impact on energy efficiency and climate resilience. The position will also actively engage city staff and has an opportunity to develop new skills - advancing tangible projects by implementing site-specific service plans.

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

- 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.
- 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. Experience using Microsoft Excel and Word, 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
- Hands-on experience (or willingness to learn) with practical technical testing, (preferred)
- Experience in project implementation, hands-on direct execution, and plan development. (preferred)

## **Preferred Service Hours / Weekly Schedule:**

Monday – Friday, 9 am – 5 pm, some evenings and weekends, some working lunches

***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:**

**CLIMATE RESILIENCE (100%)**

- Support municipality in the areas of technical data collection and analyses, and navigate the most advanced software and technologies used for energy management under direct supervision of the CEM. (essential)
- Work to improve energy efficiency and resilience in the City of Greensboro by participation in fieldwork with the energy management unit, including drone and ground surveys of building envelope and energy infrastructure. (essential)
- Analyze and research energy data and city projects from the energy vendors under direct supervision of the city analysts; (essential)
- Identify and assist with the application for financial support to sustain projects past service term (grant writing to non-federal sources, in-kind contributions, etc.) (essential)
  
- Field work with data-loggers, assisting during drone surveys, multi-spectral observations, and energy equipment inventory to achieve a reduction of energy consumption and, thus, a drastic decrease in GHG emissions.
- Familiarity with photo documentation and technical inventory practices.
- Participation in activities of the Office of Sustainability and Resilience, accompanied by educational outreach to community members about water and heat management, and resilience hubs due to extreme heat and/or cold weather health concerns.
- Conduct community asset and data mapping for clean energy action planning for implementation of energy efficiency and resilience efforts during that service year.