



AmeriCorps Project Conserve 2024 – 2025 Service Description



AmeriCorps Position Title: Resilience Project Coordinator
Host Site: RiverLink

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Host Site Mission Statement:

RiverLink's mission is to promote the environmental and economic vitality of the French Broad River Watershed.

Summary of Position:

The Resilience Project Coordinator will increase RiverLink's capacity to provide community outreach on the role of green infrastructure in promoting climate resilience. The coordinator will help plan and deliver presentations and hands-on workshops focused on topics such as rain gardens, rainwater harvesting, downspout disconnect, and streambank restoration. The member will also increase organizational capacity to work with community partners on projects implementing green infrastructure (G.I.) and develop new education materials highlighting the role of G.I. in building climate resilience.

Qualifications – Knowledge, Skills, and Abilities:

- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must pass mandatory National Service Criminal History Checks.
- Speak, read, and write English fluently.
- Must be able to speak in front of groups to deliver workshops and presentations.
- Works well independently.
- Experience with professional computer skills and confidence using computers. Comfort and experience using 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.
- 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 8:00AM and 5:00PM and be available to serve on Saturdays as needed for workshops and special events. 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:

CLIMATE RESILIENCE (100%)

- Implement Reduce Roof Runoff program by providing low-cost and free rain barrels and rain gardens to Buncombe County residents.
- Increase organizational capacity by expanding WaterRICH program outside of Buncombe County into targeted communities most at-risk of stormwater damage through community education (town halls, classroom education).
- Attend community events, gatherings, and meetings to develop relationships between the community and the host organization. Share knowledge and resources on green infrastructure in the context of climate resilience.
- Create new educational materials focused on green infrastructure and climate resilience for RiverLink's website, blog, and social media platforms.

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: Microsoft Office Software, Google Suite (Gmail, Drive, Docs, Sheets, etc.)

Physical Demands: Some working hours are primarily based in an office setting and require sitting, standing, and operating a computer and telephone. • Some working hours will be outdoors in various weather conditions. • Some working hours will require moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools up to 30 lbs.

Transportation Needs: Must have a reliable personal vehicle.

Setting/Location of Service Activities: Primarily in the RiverLink Office and various locations in Buncombe, Madison, Henderson, Transylvania counties.

Other Considerations:

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: