



AmeriCorps Project Conserve

Member Application 2025-2026 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 upload a copy of your application to the Egnyte link ([Send Files](#)). Please see the Application Checklist (page 1) for details regarding what documents to include.
- Electronic applications are preferred, but we will accept hard copy (mailed) applications if necessary. Please reach out to Amy Stout (amy@conservingcarolina.org) if you need to submit a hard copy application.
- 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).
- 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.
- To apply for positions located at Conserving Carolina, applicants only need to upload one copy of their application to the Egnyte link ([Send Files](#)).

APPLICATION CHECKLIST

To be considered for a Project Conserve position, please submit the following documents directly to each host site to which you are applying AND upload a program staff copy to the Egnyte link. Host Site contact information can be found below.

- 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.

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 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 one complete copy of your application to each host site to which you are applying using the contact information below and upload a program staff copy to the Egnyte link ([Send Files](#)). If you are applying to positions at Conserving Carolina, uploading to the Egnyte link is sufficient. (You do not need to submit an additional Conserving Carolina host site copy.)

All Applications:

Project Conserve Program Staff

Attn: Amy Stout and Kristin Fletcher
[Send Files](#) (Egnyte Link)

Host Site Applications:

Asheville Botanical Garden

Attn: Sarah Coury
garden@ashevillebotanicalgarden.org

Balsam Mountain Trust

Attn: Michael Wall
mwall@bmtrust.org

City of Charlotte Landscape Management

Attn: Victoria Aguilar
vicki.aguilar@charlottenc.gov

Keep Charlotte Beautiful

Attn: Jonathan Hill
Jonathan.hill@charlottenc.gov

Conserving Carolina

Attn: Amy Stout and Kristin Fletcher
[Send Files](#) (Egnyte Link)

Great Smoky Mountains National Park – *Environmental Education Assistant*

Attn: Natriefia Miller
grsm_nc_education@nps.gov

Great Smoky Mountains National Park – *Citizen Science Assistant*

Attn: Malia Skulski
Malia_Skulski@nps.gov

Hemlock Restoration Initiative

Attn: Olivia Hall
education@savehemlocksnc.org

Mills River Partnership

Attn: Maria Wise
maria.millsriverpartnership@gmail.com

The North Carolina Arboretum Society

Attn: Trudie Henninger
thenninger@ncarboretum.org

RiverLink

Attn: Renee Fortner

renee@riverlink.org

Saluda Community Land Trust

Attn: Gerard Prendergast

info@sclt.org

Town of Lake Lure / Rutherford Outdoor Coalition

Attn: Gabe Isaac

gabe@rutherfordoutdoor.org