



## AmeriCorps Project Conserve 2026 – 2027 Service Description



**AmeriCorps Position Title:** Volunteer & Conservation Coordinator  
**Host Site:** Asheville GreenWorks, Inc.

**Supervisor Name:** Eric Bradford  
**Supervisor Title:** Director of Operations  
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### **Host Site Mission Statement:**

The mission of Asheville GreenWorks is to inspire, equip, and mobilize individuals and communities to take care of the places we love to live.

### **Summary of Position:**

Protect, restore, and preserve area waterways with Asheville GreenWorks. No other job will have you in a classroom in the morning, a canoe that afternoon, and in a meeting with a local official that evening. You will have the ability and resources to create new programs and support projects that will enrich our community for years to come. Help Asheville GreenWorks tell our story and inform our community through social media outreach. GreenWorks is the most active environmental non-profit in Western NC. We host over 3,000 volunteers through 300 projects annually. This is an exceedingly physical job that will have you leading an army of willing volunteers to protect, preserve, and enhance our environment. You will be part of an incredible team dedicated to protecting our urban environment by creating community-based projects that benefit public health and well-being. You'll come home each day tired and dirty but satisfied that you made a positive difference that will be felt by many generations to come.

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

- Communication: Exceptional interpersonal skills for managing diverse groups of volunteers and stakeholders.
- Technical Skills: Proficiency in data management, social media platforms, and reporting software.
- Self-directed individual, strong organizational skills, and the ability to manage multiple ongoing initiatives
- Willingness to operate company pickup trucks with class III trailers - NC driver's license required (or to be acquired upon hiring), and a clean driving record.
- Excellent organizational, interpersonal, and communication skills, both oral and written
- Internet/social media skills

- Strong computer skills, including working knowledge of Microsoft Excel, graphic design tools such as Canva, and presentation creation programs.
- Commitment to and understanding of racial, gender, and economic equity issues.
- Ability to collaborate with others
- Ability to confidently communicate via phone and in person

### **Required Competencies**

- Problem-solving skills: able to find and implement creative solutions
- Strong organizational skills
- Strong interpersonal and communication skills
- Upbeat personality and willingness to interact with all types of individuals
- Familiarity with local environment/environmental issues and causes

### **Education and Experience**

- High School Diploma or GED, or equivalent experience
- Experience in volunteer recruitment strongly preferred
- Basic understanding of non-profit organizations/volunteering opportunities
- 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:**

Monday through Friday, with some weekends and evenings. Flextime will be highly encouraged and supported.

***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 (35%)**

##### *Social Media Outreach*

- Develop and publish compelling content across social platforms to raise awareness of environmental initiatives.
- Monitor digital channels for community interaction and respond to inquiries in a timely, professional manner.
- Program outreach support for Urban Forestry & Watershed programs.
- Provide operational logistics for urban forest maintenance, including tree inventory and field activities.
- Support watershed health projects such as rain garden implementation and water quality monitoring.

##### *Direct Education Support*

- Support the YELP (Youth for Environmental Leadership Program) on project outings and the after-school education program.

##### *Internal & External Reporting*

- Collect and analyze program data, including volunteer impact, project milestones, and community reach. (CB)
- Prepare comprehensive reports for leadership, board of directors, and external stakeholders to showcase program accomplishments. (CB)

## **AT-RISK ECOSYSTEM IMPACTS & TRAILS (25%)**

### *Restoration and Cleanup*

- Support the Urban Forestry with nursery workdays, volunteer training, tree planting, and distribution events.
- Support Watershed through creek bank restoration and upstream cleanup mitigation programs such as Trash Trout™.

## **VOLUNTEER ENGAGEMENT (30%)**

### *Volunteer Project Management*

- Support recruitment, scheduling, and training of volunteers for urban forestry and watershed projects
- Serve as the secondary point of contact for volunteers, ensuring high levels of engagement and retention.
- Create volunteer opportunities and communicate with partner organizations.

## **COMMUNITY RESILIENCE (10%)**

### *Research and Outreach*

- Supporting the propagation and restoration of native resources, such as river cane, trees, and pollinators.
- Support the research of the River Cane Project.
- Disaster mitigation
- Support the efforts of the Natural Resources Dept of the Eastern Band of Cherokee Indians with ongoing native restoration programs.

## **Essential Functions:**

**Equipment / Software Used:** Microsoft, Apple products / Google Suite, and Canva.

**Physical Demands:** Be on your feet for long periods and lift up to 50lbs

**Transportation Needs:** Must have access to reliable transportation

**Setting/Location of Service Activities:** Buncombe, Madison, and Henderson Counties

- 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).
- 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