



AmeriCorps Project Conserve 2026 – 2027 Service Description



AmeriCorps Position Title: Engagement and Education Specialist
Host Site: Keep Charlotte Beautiful

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Host Site Mission Statement:

Keep Charlotte Beautiful inspires and educates people to take action every day to improve and beautify their community environment.

Summary of Position:

The purpose of this AmeriCorps position is to expand the scope and capacity of Keep Charlotte Beautiful to conduct effective volunteer outreach and provide environmental education and engagement within Charlotte

Qualifications – Knowledge, Skills, and Abilities:

- Experience with recruiting and managing volunteers
- Relationship building skills
- Knowledge of Microsoft Office products, Adobe Acrobat, and ArcGIS
- Effective oral and written communication skills
- Ability to work with various departments and foster teamwork
- Ability to work independently
- Skills in database management and record keeping
- Ability to maintain a flexible work schedule
- Organizational skills
- Ability to confidently present information to large, diverse groups of varying ages
- Ability to identify and resolve problems in a timely manner
- Information analysis skills
- Exhibit resourcefulness and initiative in dealing with daily assumptions
- Currently have a class C driver's license or be able to obtain one within the first 30 days of employment
- 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:

Members typically work a 40 hour week with some weekend and evening work expected, especially in October and April. Keep Charlotte Beautiful staff currently work Tuesday-Thursday in the office with Monday and Friday remote. While there may be weeks where service members have to work in the office on a Monday or Friday, there is not an option to work additional remote days.

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%)**

- Implement educational programming (created by former AmeriCorps members) at 6 K-5 school sites with existing partnerships
- With managerial oversight, work with Charlotte Mecklenburg Public Schools to expand educational programming to additional schools (CB)

VOLUNTEER ENGAGEMENT (60%)

- Track and report on participant engagement, ongoing compliance with program requirements, and success metrics
- Work with KCB Board and staff to reach out to residents, businesses, and community organizations to promote and increase participation in the Adopt a Street and Adopt a Bus Stop programs. (CB)
- Work with the KCB board to plan and implement cleanups throughout the year, including route planning and day-of volunteer coordination. (CB)
- Develop and promote partnership and collaboration with local organizations. (CB)
- Create content for KCB's social media pages in collaboration with City of Charlotte communications staff. Assist with planning and implementing community outreach through America Recycles Day and Bee City events and activities. (CB)
- Work with KCB executive director to recruit and manage long-term volunteers to assist with targeted event organizing in regions within Charlotte. (CB)

COMMUNITY RESILIENCE (10%)

- Work with universities and other municipal entities to draw conclusions on past environmental research and suggest/organize new topics of research, including a potential behavioral study with Charlotte Solid Waste Services.

Essential Functions:

Equipment / Software Used: The City will provide members with a mobile device and laptop. Members will primarily use Microsoft Office products, ArcGIS, and Adobe Acrobat.

Physical Demands: Members may be asked to carry or transport items weighing up to 50 pounds and travel for up to two miles on foot during events.

Transportation Needs: The City of Charlotte can provide transit passes for the member, but the member is otherwise responsible for their own transportation to and from the office. Members may use city vehicles for sites visits during the workday.

Setting/Location of Service Activities: Keep Charlotte Beautiful serves all of Charlotte. Staff work out of two locations: one in University City, and one in Uptown. Most service days will take place in those locations; however, the member should expect to work in the field at least 3-4 times per month.

Other Considerations: Some weekend and evening work expected.

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