



Utah Conservation Corps AmeriCorps Individual Placement

Utah Clean Energy Program Coordinator

Term of Service: 1700-hour term, January 2025-December 2025

Location: Salt Lake City, UT

Service Schedule: 35-40 hours per week

Questions about the Position: Contact Alyson Bergomi, alyson@utahcleanenergy.org

ABOUT THE UTAH CONSERVATION CORPS (UCC)

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We're a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the environment, and regions requiring disaster response efforts. Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

PARTNERING ORGANIZATION OVERVIEW

Utah Clean Energy's mission is to create healthy, thriving communities for all, empowered and sustained by clean energy. Our programs and desired outcomes are in direct alignment with the UCC's vision of creating sustainable communities while conserving the natural heritage of Utah and the Intermountain West. Utah Clean Energy is also committed to the values of UCC as we advance the professional development of our AmeriCorps members, and as we structure opportunities to advance the inclusion of underserved communities, while addressing environmental challenges.

Equity and social justice are critical components of Utah Clean Energy's mission, values, and strategic pathways. We welcome candidates from an array of backgrounds and experiences to

join our team. Learn more about our commitment here: <https://utahcleanenergy.org/energy-equity/>

POSITION OVERVIEW

Utah Clean Energy, alongside the Utah Conservation Corps (UCC), is excited to accept applications for a Project Coordinator. This position is an AmeriCorps Individual Placement Position. Utah Clean Energy is seeking a 1,700-hour position, though a 1,200-hour position will be considered. This position will lead our organization's efforts to educate community members about how energy use in our society (homes, transportation, etc.) impacts our natural environment and public health, and the solutions that are available to reduce these impacts. This service position will prioritize inclusion and engagement with underserved populations and building partnerships with community-based organizations to address environmental challenges related to energy use, air pollution, climate change impacts, as well as seeking to address high energy burdens. Our team is committed to providing meaningful personal, leadership, and professional development opportunities to this position. This position is supervised by Utah Clean Energy's Clean Energy Associate and will serve 35-40 hours per week for 1,700-hour position, and 25-30 hours per week for a 1,200-hour position from January 2025-December 2025.

PRIMARY DUTIES (80 % DIRECT SERVICES)

- Perform community mobilization, environmental education, and coordination of community events related to environmental stewardship, clean energy, climate change, and environmental justice.
- Conduct community outreach and education about energy efficiency, climate change, and air quality at various community events, workshops, and community meetings.
- Develop a data tracking plan and collect and report AmeriCorps impact data in a timely and accurate manner to Utah Conservation Corps program staff.
- Provide program support to Utah Clean Energy staff working on energy equity and climate issues.
- Coordinate meeting, workshop, and event logistics in collaboration with staff and project partners.
- Track program outcomes, data, and contact information relating to community programs.
- Provide updates and content editing on Utah Clean Energy's program websites.
- Support staff in developing a calendar for community events and tracking related communications/social media.

TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)

- Attend required USERVE Volunteer Management sessions.
- Attend required USERVE Member Gatherings and Active Engagement Retreats.
- Complete required UCC Orientation Modules.
- Community engagement training.
- Justice, Equity, Diversity, and Inclusion Training (JEDI).

POSITION REQUIREMENTS

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- Be at least 18 years of age.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit the number of education awards an individual may earn. No member may earn more than the aggregate value of two, full-time education awards.
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Must submit to and pass a background check. Must be clear of any record on the National Sex Offender Public Registry. Must have a criminal record clear of any conviction(s) for murder.
- Full-day schedules will include a 30-minute lunch break that does NOT count toward term of service hours.

Position Specific Requirements:

- Possesses excellent oral and written communication skills.
- Bilingual Spanish skills preferred.
- Pays attention to details, sees projects through to completion, and understands how to set priorities.
- Is available to attend community events in the evenings and/or weekends, as needed.
- Enjoys presenting to and engaging with community members from diverse backgrounds.
- Is comfortable using Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
- Has a valid driver's license and reliable vehicle.
- Physical ability to lift 25 lbs and carry materials for tabling events.
- Serves collaboratively with coworkers and community partners.
- Be available to start term of service in January 2025.

COMPENSATION AND BENEFITS

. This AmeriCorps member will receive the following benefits:

- **\$37,400.00 living allowance for a 1,700 hour position (or \$26,180.00 for a 1,200 hour position)** divided and paid in even bimonthly (TWICE per month) disbursements throughout the term of service. Note: this is taxable income.
- **\$7,395.00 Segal AmeriCorps Education Award for a 1,700 hour position (or \$5,176.50 for a 1,200 hour position)** available to members after successful service term.
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).
- AmeriCorps members may request a transit pass for transport to and from Utah Clean Energy's downtown office building.

HOW TO APPLY

Research shows that candidates from underrepresented populations often don't apply for positions if they don't meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Submit an application at

https://usu.co1.qualtrics.com/jfe/form/SV_bxCrTvCxUbM83zg



Preference will be given to complete applications received by December 15th.

Diversity Statement

Utah Conservation Corps is an equal opportunity program. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran, or disabled status. UCC is committed to providing reasonable accommodations for application and service with our programs. To request reasonable accommodation please visit <https://www.usu.edu/hr/current-employees/ada/>

UCC's Zero Tolerance Policies

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- Engage in activities that pose a significant safety risk to others or physically or emotionally damage members of the program or community, such as harassment, hostile work environment, or bullying;
- Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, campsite, or in UCC vehicles (which includes showing up to work hungover); and
- Fail to notify the UCC of a criminal arrest or conviction during their term of service.

AmeriCorps Prohibited Activities

While counting hours toward the AmeriCorps award, AmeriCorps members who accumulate service or training hours, or engage in activities supported by AmeriCorps, as well as program staff, must refrain from the following activities. Grant funds may not be used to support these activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;

3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph 7 above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit*.

In addition to the above activities, the below activities are expressly prohibited:

1. Census Activities*: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
2. Election and Polling Activities*: AmeriCorps members may not provide services for election or polling locations or in support of such activities.
3. Fundraising limitations**: AmeriCorps members cannot serve more than 10% of their hours on fundraising. They also may not raise funds for living allowances or an organization's general (as opposed to project/program) operating expenses or endowment.

4. Grant writing^{**}: AmeriCorps members cannot serve hours while writing grant applications for any Federal agency including AmeriCorps.

*As prohibited in the 2024 Terms and Conditions for AmeriCorps State and National Grants

**As prohibited in the UServeUtah AmeriCorps Program Directors Manual

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

AmeriCorps Members as Team Leaders. Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.