



JOB DESCRIPTION

Utah Conservation Corps (AmeriCorps) Member (900 or 1,200 Hour Service Contract)

Utah Clean Energy is leading the clean energy transformation in Utah and the West, while advancing rapid action on climate change. As a nonprofit organization, we work to stop energy waste in homes and buildings, create clean energy, and build a smart energy future. We are seeking a part-time Utah Conservation Corps member (either 900 or 1,200 service hours) to support our community energy equity and climate justice programs in 2021.

The AmeriCorps Project Coordinator will:

- Provide program support to Utah Clean Energy staff working on energy equity and climate issues in the Glendale/Poplar Grove/Rose Park communities of Salt Lake City
- Conduct community outreach on energy efficiency, climate change, and air quality at various community events, workshops, and community meetings (events may be more virtual than in-person depending on the recommended COVID guidelines)
- 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
- Assist Utah Clean Energy staff with program reporting activities for energy equity programs
- Work with key partner organizations (such as International Rescue Committee, Calvary Baptist Church, Salt Lake County Aging Services, Utah Community Action, etc.) to support their energy efficiency and equity activities

The Successful Candidate:

- Has interest/experience in environmental studies/science, environmental justice issues, and/or sustainability
- Possesses excellent oral and written communication skills. Bilingual skills in Spanish 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)
- Provides their own transportation
- Works collaboratively with coworkers and community partners
- Be available to start service contract in January or early February 2021

Hours and Compensation:

This part-time position requires the fulfillment of 900 or 1,200 hours of service over a 12-month period. While this is a volunteer service position, Utah Conservation Corps (AmeriCorps) members receive the following benefits:

- \$10,845 annual living allowance (900 service hours) or \$14,460 annual living allowance (1,200 service hours). Allowance is paid in even disbursements throughout the year-long term of service.
- \$3,097 or \$4,336 AmeriCorps Education Award (dependent on service hour level and successful term completion)
- Pre-service orientation and in-service training; Member development training and certification opportunities
- Federal student loan forbearance and interest accrual payment during term of services

To Apply:

- Please email a resume and cover letter to admin@utahcleanenergy.org with "Project Coordinator Application" in the subject line. (*No phone calls please.*) The position will remain opened until filled, but preference will be given to applications received **before January 5, 2021**.
- For more information about becoming a Utah Conservation Corps Member and associated benefits, please visit www.usu.edu/ucc/. *AmeriCorps is a National Service program that supports direct service to meet important community needs. AmeriCorps is an equal opportunity program and seeks to provide reasonable accommodations for application and service.*