



We Partner to Build the New Clean Energy Economy

## JOB DESCRIPTION

### Utah Conservation Corps (AmeriCorps) Members

Utah Clean Energy is leading the clean energy transformation in Utah and the West. 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 two full-time Utah Conservation Corps members (1,700 service hours/year) to support our clean energy and climate program activities.

#### The AmeriCorps Project Coordinators will:

- CANDIDATE #1: Provide support to Utah Clean Energy staff working on energy equity issues in Salt Lake City's Glendale/Poplar Grove/Rose Park neighborhoods. Bilingual (English/Spanish) skills preferred.
- CANDIDATE #2: Provide support to Summit Community Power Works, a Utah Clean Energy program that supports carbon reduction efforts in Park City and Summit County.

#### Additional activities will include:

- Conduct community and business outreach on energy efficiency and air quality at various trainings, workshops, and educational events
- Coordinate meeting, workshop, and event logistics in collaboration with staff and project partners
- Track program outcomes, data, and contact information relating to various clean energy programs, using Salesforce database
- Provide updates and content editing on Utah Clean Energy's program websites
- Support staff in developing a calendar for community and business events, and tracking of related communications/social media activities.
- Assist Utah Clean Energy staff with program reporting activities for energy equity programs

#### Successful Candidates:

- Possess excellent oral and written communication skills. Bilingual (English/Spanish) skills preferred.
- Pay attention to details, sees projects through to completion, and understands how to set priorities
- Possess a background and commitment to environmental and/or energy-related issues
- Are comfortable using Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
- Provide their own transportation or utilizes public transit
- Work collaboratively with coworkers and community partners
- Be available to sign a service contract in late December 2018, and commence service hours in January 2019

#### Hours and Compensation:

This full-time position requires the fulfillment of 1,700 hours of service over a 12 month period. While this is an unpaid position, Utah Conservation Corps (AmeriCorps) members receive the following benefits:

- \$13,732 annual living allowance
- \$5,920 AmeriCorps Education Award (upon completion of service)
- Health insurance and childcare options
- Pre-service orientation and in-service training
- Utah State University graduate level environmental education courses (optional)
- Utah Environmental Education Certification (optional)
- Federal student loan forbearance and interest accrual payment

#### To Apply:

Please email a resume and cover letter to [admin@utahcleanenergy.org](mailto: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 November 30, 2018**. For more information about becoming a Utah Conservation Corps Member and associated benefits, please visit [www.usu.edu/ucc/](http://www.usu.edu/ucc/).