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 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/.