



## JOB DESCRIPTION

### Utah Conservation Corps (AmeriCorps) Member (1,700 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 full-time (1,700) Utah Conservation Corps member to support our community energy equity and climate justice programs in 2020.

#### 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, as well as the community of Ogden, Utah
- Conduct community outreach on energy efficiency, climate change, and air quality at various community events, workshops, and community meetings
- 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, Salt Lake County Aging Services, Utah Community Action, etc.) to support their energy efficiency and equity activities

#### The Successful Candidate:

- Possesses excellent oral and written communication skills. Bilingual skills preferred (such as Spanish, French, Farsi, Kirundi, etc.)
- 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 2020

#### Hours and Compensation:

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

- \$13,992 annual living allowance
- \$6,095 AmeriCorps Education Award (upon completion of service)
- Health insurance premium reimbursement plan and childcare options
- 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](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, 2019**.
- For more information about becoming a Utah Conservation Corps Member and associated benefits, please visit [www.usu.edu/ucc/](http://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.*