



**Position Description
Sierra Nevada AmeriCorps Partnership**

This AmeriCorps position will be hosted by Sierra Nevada Alliance and will serve to protect and preserve the forests, watershed, and wildlife of the Sierra Nevada.

Host Site – Location	
Position Title:	Type:
Outreach & Education Coordinator	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

Organizational Background: The Sierra Nevada Alliance exists to elevate and support Sierra ecosystems and communities. The Alliance works to empower and elevate the conservation community throughout the Sierra through workforce development, capacity building, on-the-ground work, and sharing of resources to ensure that the Sierra is protected holistically.

Number of Member Positions at this Site: 1

Site Supervisor’s Name(s) and Title(s):

Jennifer Marshall, Development & Community Engagement Director

Position Description:

The Outreach & Education Coordinator will support Development & Community Engagement Director with:

- Alliance events, monthly webinars, member group events, and general coordination of community engagement programming.
- Coordination of the Alliance’s Wild & Scenic Film festival on tour monitoring and ensuring (and completing) project tasks and timelines move according to plan and the event is successfully executed.
- Serving as an Alliance representative of the Take Care Tahoe Committee, Take Care Sierra Committee, South Tahoe Environmental Education Committee, and the South Lake Tahoe Earth Day Committee. They will also represent the Alliance at tabling and outreach events throughout the year.
- May assist with coordinating the Lake Tahoe Ambassador program and serve as an Ambassador supervisor, provide trainings, site visits to Ambassador host sites, schedule coordination, tabling at events where Ambassador presence is requested, liaison between Ambassadors and staff.

- Implementation of the Alliance’s outward messaging via social media, website management, e-newsletters, and e-blasts.
- Build and refine the organization’s brand through creating and implementing a brand and style guide.
- Keep storage unit clean and organized for outreach and other program needs.

Site-Specific Training Provided: On-the-job training will be provided to ensure that the member is comfortable with the job duties. Professional development training will be provided through the AmeriCorps program. Any additional trainings desired by the member may be brought to the supervisor for review and approval.

Things to Note: This position requires a significant amount of office and desk work. The applicant must be organized, detail-oriented, flexible, have some experience with project management, and open to feedback. The supervisor has an “open-door” policy and welcomes questions and new ideas. The position will work from home primarily and must be comfortable working with minimal supervision and reaching out for support.

WORK HOURS							
8-hour days	10-hour days	10+ hour days					
99%	0%	1%					
Housing Offered through Site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vehicle provided for Placement Site work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
TYPE OF WORK							
Field Work (field surveys, planting, invasive pulls, maintenance, etc.)	Office Work (lab analysis, data entry, GIS, writing, etc.)	Travel (travel to field work and project Sites)	Restoration and Assessment (water quality monitoring, habitat restoration, fish surveys, etc.)	Education & Engagement (teaching, citizen science, outreach through media)	Volunteer Recruitment & Management	Member Training (Site-specific training, conferences, and development opportunities)	Other (gear and equipment maintenance, outreach, etc.)
1%	56%	1%	1%	30%	1%	5%	5%

