



greenUP! Position Description Sierra Nevada AmeriCorps Partnership

Carson City, NV	
Position Title:	Type:
Green Dining Program Coordinator	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

Organizational Background: greenUP! provides environmental education for businesses helping Nevada cut down on waste, reduce valuable resource consumption and fight climate change in an environmentally safe and cost-effective manner. greenUP! launched and manages the [Nevada Green Business Program](#) that works with small to medium-sized businesses to offer free assistance and recognize efforts that save energy and water, reduce waste, prevent pollution and stormwater impacts, and encourage better commute options. greenUP! launched the Carson Street Green Dining District in 2019 to provide environmental education to restaurants and lend support to sustainable business practices, such as reducing the use of single use plastics, composting food waste, and choosing of energy saving appliances at their establishments. greenUP! hosts a bi-annual event called the Golden Pinecone Sustainability Awards that gives recognition to businesses, educators and non-profits for excellence in environmental stewardship. greenUP! is fiscal sponsor for the GBENN national green business network that facilitate sharing and relationship-building among green and/or sustainable business engagement programs across the U.S. See: <https://greenupnow.biz>

Number of Member Positions at this Site: One (1)

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

Donna Walden, President of greenUP! Board

Position Description:

greenUP! seeks an AmeriCorps member to assist with its Green Dining program in Carson City, Reno and Sparks, NV. Candidate must be willing to work in Carson City to perform job responsibilities. Schedule is flexible but work must be completed consistently during the workweek. Environmental Science education or environmental work experience a desired but not required.

- Help plan and implement a program to reduce waste at Carson City and Reno restaurants. Project management.

- Work with up to 20 restaurants on programs to reduce their waste stream, reduce energy and water usage and reduce plastic waste that leads to pollution in our watershed and in our oceans.
- Schedule waste audits at green dining district restaurants in Carson City, Reno & Sparks.
- Attend restaurant audits to establish a baseline for measuring of all waste streams including food waste and documenting the waste diversion strategies at each of the sites.
- Work on event fliers and social media campaigns to promote the green dining district and other greenUP! sustainability programs.
- Make short presentations on greenUP! at community sustainability convenings or non-profit community group gatherings and meetings.
- Help organize the Golden Pinecone Sustainability Awards. Event promotion and management.
- Help organize community support for Nevada Day October 2022. Sell souvenir cups, organize volunteers for recycling and trash pickup.
- Assist with greenUP! Podcast restaurant educational series on saving water and reducing waste.

Site-Specific Training Provided: On-the-job training will be provided including how to complete a waste audit, EPA food hierarchy, and many aspects of sustainability, particularly as it relates to working with restaurants. Ms. Walden will mentor the hired person based upon their career goals. Candidates will be taught good project management and workplace skills.

Things to Note:

- Ideal candidate will have Spanish or multi-lingual language capability.
- Top candidates must interview for the internship position. References will be checked.
- Candidates must have a valid driver’s license and have access to reliable transportation.
- Candidates must possess strong communication including written and presentation skills. Proficiency with Microsoft Office (word, excel, PowerPoint) required.
- Helpful if some graphics capability exists. Ability to use Canva is desired.
- Light lifting to 30 lbs. is required during waste audits.
- Occasional outdoor work (Tabling events) is required with minimal physical exertion.

WORK HOURS		
8-hour days	10-hour days	10+ hour days
95	5%	0%
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

SNAP 2022-23 Position Description

Field Work <i>(field surveys, planting, invasive pulls, maintenance, etc.)</i>	Office Work <i>(lab analysis, data entry, GIS, writing, etc.)</i>	Travel <i>(travel to field work and project Sites)</i>	Restoration and Assessment <i>(water quality monitoring, habitat restoration, fish surveys, etc.)</i>	Education <i>(teaching, citizen science, etc.)</i>	Volunteer Recruitment & Management	Member Training <i>(Site-specific training, conferences, and development opportunities)</i>	Other <i>(gear and equipment maintenance, outreach, etc.)</i>
20%	25%	5%	0%	10%	10%	25%	5%