



## Position Description Sierra Nevada AmeriCorps Partnership

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

Sierra Nevada Alliance – Placer County	
<b>Position Title:</b>	<b>Type:</b>
Conservation Workforce Development Associate	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> 3/4 Term <input type="checkbox"/> Half Term

**Organizational Background:**

The Sierra Nevada Alliance (SNA) exists to elevate and support Sierra ecosystems and communities. The Alliance empowers and elevates 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.

The Sierra Nevada AmeriCorps Partnership places AmeriCorps members with partner conservation organizations throughout the Sierra Nevada. During their terms of service, members restore and monitor impaired Sierra watersheds, educate and outreach to Sierra residents and visitors on environmental issues, and/or recruit and manage volunteers for a variety of programs. Members build collaborative relationships within their Host communities to amplify conservation work in all it's foms. SNAP members gain skills and technical training, are mentored by outstanding environmental leaders, and provide a meaningful impact on the communities of the Sierra Nevada. A living allowance, loan forbearance, and health care benefits are provided during the term of service, as well as an end-of-service education award.

**Number of Member Positions at this Site:** 1

**Site Supervisor's Name(s) and Title(s):**

- *Nicole Laubach Ferretti, SNAP Partnerships Manager*
- *Le'a Gleason, Communications & Community Engagement Director*

**Position Description:**

The Workforce Development Associate will serve with SNA directly to coordinate and build collaboration between organizations and conservation efforts happening specifically in Placer County. This member will conduct a needs assessment and inventory of projects, organizations, and professional development opportunities in Placer County. With this comprehensive inventory information, the member will help plan and coordinate restoration, environmental education and outreach, volunteer engagement and professional development opportunities and efforts with partners and Placer County organizations. The member will facilitate capacity-building opportunities within Placer County and on behalf of SNA. The member will build collaborative relationships with resiliency focused organizations (i.e. public, community, family, youth & environmental health), across Placer County and share messages regarding the benefits of centering environmental conservation in any community resiliency planning.

In order to help SNA build a strong network of conservation partners and community members, the Associate will also help SNA improve its communications strategy. This would include analysis and creating an improvement plan for the Alliance's social media accounts, email system, and website. The Associate will use communications strategies that engage a conservation oriented audience in order to build a stronger network of communications.

Specifically, the member will:

- Support the development and dissemination of a needs assessment to identify conservation community capacity in Placer County
- In partnership with program staff, design a needs assessment and outreach program to identify community resources, conservation workforce capacity and training needs in Placer County.
- In collaboration with program staff, identify, gather and maintain up-to-date information about conservation and non-traditional community partners addressing human and environmental health in complementary ways.
- Assist staff in cultivating relationships with the above potential partners, focusing on a shared value of system-wide resiliency building within Placer County.
- Support the creation and dissemination of conservation outreach messaging, including written information/brochures, emails, and social media posts
- Organize and support community outreach and public education events to share conservation workforce opportunities.
- Organize and support meetings with community groups (stakeholders)
- Develop outreach and communication materials such as fact sheets, e-news, web pages, and infographics, depending on skills
- Assist with the development of 1-3 workforce training events for up to 50 participants, including SNA workforce programs and partner staff
- Member will help with outreach to different community groups, including disadvantaged and historically underserved communities, including setting up meetings, developing materials, running an outreach booth at community events (Farmer's Market, Earth Day), and helping facilitate and take notes at meetings
- Expand community outreach through presentations at colleges and career fairs
- Contribute Placer County content to SNA social media presence through active posting and coordination with partner agencies.

- Support program staff in identifying, developing and fostering partnerships to increase outreach to potential AmeriCorps or Forestry Fellow Members
- Track and maintain data regarding progress towards achieving project outcomes
- Conduct weekly check-in meetings with program staff to set goals and touch base on progress toward target outcomes.
- Provide meeting support, including securing facilities, food, and speakers, taking notes and preparing summaries, and following up on action items
- Assist with other committees, programs, and events such as Earth Day Committees, Wild and Scenic Film Festival, and Great Sierra River Clean-up
- Implementation as needed of the Alliance's outward messaging via social media, website management, e-newsletters, and e-blasts
- Depending on interest and skills, the Americorps member may be asked to help with translation (Spanish or Tagalog) of project educational and management documents.

**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, including First Aid, will be provided through the AmeriCorps program. The member has a \$500 fund to spend on desired training or gear to complete their term of service best and support their professional development.

**Things to Note:**

Must have reliable transportation to attend meetings across Placer County.

Service conditions will require in-office and outdoor tasks. In-office tasks include significant computer and phone time. Duties will likely include organizing meetings, including reserving the site and ordering and picking up food (catering platters or selecting food at a grocery store and arranging it) for serving at a workshop or meeting. Service will include evening and weekend meetings/events. The member may flex weekday work hours to not exceed allowable hours.

Outdoor service will include running a booth at events for 4-9 hours, including driving to the location, setting up/breaking down the booth, and speaking to the public at the booth. Americorps members will initially be with another staff person at the booth but will eventually run the booth independently. This may require lifting of up to 25 pounds. Some equipment may weigh up to 50 pounds, so the Americorps member should ask for assistance if necessary. The member will also coordinate outdoor conservation training lasting from 1-5 days which will require an ability to perform some or all of the following: hike in wild spaces, camping, conducting invasive species assessment and removal, assist with Cultural Burning, other watershed restoration activities.

SERVICE HOURS		
8-hour days	10-hour days	10+ hour days
98%	1%	1%
Housing Offered through	Vehicle provided for Placement	

<b>Site:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Site work:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
TYPES OF SERVICE							
<b>Field Service</b> <i>(field surveys, planting, invasive pulls, maintenance, etc.)</i>	<b>Office Tasks</b> <i>(research &amp; outreach to Conservation organization s, needs assessment, writing/communications, event planningetc.)</i>	<b>Travel</b> <i>(travel to meetings &amp; project sites)</i>	<b>Restoration and Assessment</b> <i>(water quality monitoring, habitat restoration, fish surveys, etc.)</i>	<b>Education</b> <i>(develop materials, teaching, modeling citizen science, etc.)</i>	<b>Volunteer Recruitment &amp; Management</b>	<b>Member Training</b> <i>(Site-specific training, conferences, and development opportunities)</i>	<b>Other</b> <i>(outreach, etc.)</i>
5%	50%	5%	0%	10%	0%	20%	0%

**National Service Benefits:**

- Up to 27,500 living allowance for term of service, \$2,500 per month.
- Segal AmeriCorps Education Award upon successful completion of hours for enrolled term of service.
- California For All Education Award (for Full Term members only) supplements the Segal Education Award for a combined total of \$10,000. (FT/1700 hr members only)
- Healthcare, Dental, Vision coverage for members (FT/1700 hr members only)
- Childcare assistance if eligible (FT/1700 hr members only)
- Student Loan Deferment & Interest Forbearance if eligible.
- Member Development fund of \$500 to support training, networking, and professional development opportunities that can be utilized and will be valued by future employers after the service term is completed.
- AmeriCorps members who successfully complete a service term will earn an education award; respective amounts per service hours are listed below:

	Estimated Start Date	Total Hours	Hours of Training	Education Award
Full Time	11/1	1700	340	\$10,000.00
3/4 Time	2/1	1200	240	\$4,826.50
Half Time	4/1	900	170	\$3,447.50

Reduced-Half	5/16	675	135	\$2,626.27
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**National Service Qualifications:**

- Must be 18+ years of age and high school graduates or GED recipients (or minimum of 17 and working toward a high school diploma or GED); members must agree to obtain either a diploma or GED before using an education award; meeting full list of member eligibility requirements in 45 CFR §2522.200(a)
- Must be a U.S. citizen, U.S. national or lawful permanent resident
- Must participate in a national criminal history background check pursuant to 45 CFR §2540.200-206

**Host Site Desired Qualifications:**

- Bilingual individuals are encouraged to apply

**Required Qualifications:**

- *Bachelor's Degree preferred*
- *Must be a minimum of 18 years or older*
- *Must not have a criminal history that precludes the applicant's ability to work with vulnerable populations, such as the youth and elderly*

**Desirable knowledge and skills:**

- *Background in science, education and/or social work (coursework or relevant experience)*
- *Ability to present educational programs to both adult and student audiences*
- *Public speaking and outreach skills*
- *Ability to work with local community members, groups and agencies*
- *Comfort and willingness to engage with historically marginalized/disadvantaged communities*
- *Experience organizing events*
- *Skills facilitating and/or participating in group meetings*
- *Ability to lay out work tasks, identify resources, focus work and complete tasks on time*
- *Strong writing skills*
- *Independent, highly motivated, and able to meet deadlines with limited supervision*
- *Passion for the natural environment*
- *Proficiency using personal computers and Internet*
- *Membership in a Native American tribe or experience working with native perspectives is valued experience for this position*
- *Spanish language skills would be helpful*

*Available to work occasional weekends and evenings • Comfortable in water and river environments • Valid driver's license • Personal vehicle available for work assignments with reimbursement*