



**Position Description  
Sierra Nevada AmeriCorps Partnership**

<b>Sierra Nevada Alliance - Lake Tahoe, CA</b>	
<b>Position Title:</b>	<b>Type:</b>
Outreach & Education Associate	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

**Organizational Background:** This AmeriCorps position will be hosted by the Sierra Nevada Alliance and will serve to unite people and organizations to protect Sierra Nevada ecosystems and communities.

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 resource sharing to ensure every Sierra ecosystem and community is healthy, resilient and collectively cared for through thriving partnerships as a legacy for future generations.

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

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

Le’a Gleason, Community Engagement Director

**Position Description:**

The Outreach & Education Associate will build regional capacity with the Development & Community Engagement Director by:

- Improve Alliance messaging by examining the organization’s existing outward-facing media (social, email, and website) and analyzing its effectiveness.
  - Create and implement a plan for improving engagement with Alliance conservation events and

messaging.

- Execute the plan throughout the term.
- Co-create and implement the Alliance’s outward conservation messaging via social media, website management, e-newsletters, and e-blasts.
- Community Engagement Programming, including: Alliance events, monthly conservation and workforce development webinars, member group events, and tabling at outreach events throughout the year.
- Build connections with stakeholders by serving as the Alliance representative on the Take Care Tahoe Committee, South Tahoe Environmental Education Committee, and the South Lake Tahoe Earth Day Committee.

Desired Qualifications:

- Experience creating and managing outreach efforts at an environmental and/or nonprofit organization
- Strong written and visual communication skills
- Ability (or willingness to learn) to develop a long-term communications strategy that is adaptable over a period of time, including creating objectives, goals, and action items.
- A passion in using visual and written storytelling to engage an audience’s interest in programs that protect the environment
- Strong people skills, including the ability to run and organize meetings and events with a team
- Interest in creating and planning unique and engaging events that support building a conservation community

**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. The member will have a \$500 training and gear allowance to support their professional development throughout the term.

**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 serve from home primarily, and must be comfortable working with minimal supervision and reaching out for support. SNA has an office in South Lake Tahoe where the SNAP member is welcome to serve and schedule meetings.

SERVICE HOURS							
8-hour days	10-hour days	10+ hour days					

99%	0%	1%					
<b>Housing Offered through Site:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Vehicle provided for Placement Site work:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
<b>TYPES OF SERVICE</b>							
<b>Field Service</b> (field surveys, planting, invasive pulls, maintenance, etc.)	<b>Office Tasks</b> (email, media development, data entry, writing, etc.)	<b>Travel</b> (travel to field work and project Sites)	<b>Restoration and Assessment</b> (water quality monitoring, habitat restoration, fish surveys, etc.)	<b>Education &amp; Engagement</b> (teaching, citizen science, outreach through media)	<b>Volunteer Recruitment &amp; Management</b>  (Some recruitment via social media)	<b>Member Training</b> (Site specific training, conferences, and development opportunities)	<b>Other</b> (gear and equipment maintenance, outreach, etc.)
1%	30%	2%	1%	55%	1%	5%	5%

**AmeriCorps 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](#)

**AmeriCorps Benefits:**

- This is a Full Time/1700 hour position.
- Up to 27,500 living allowance for the 11 month term of service, **\$2,500 per month**.
- [Segal AmeriCorps Education Award](#) upon successful completion of minimum hours for enrolled term of service.

- California For All **Education Award** in the amount of to supplement 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.

Updated 10/12/24