

Position Description



Position Title	Climate Impact Project Coordinator
Program	Climate Impact Corps
Reports to	Program Manager and Site Supervisor

Position Summary

Climate Impact Project Coordinators play an important role in advancing local climate solutions. They serve at non-profit organizations, institutions of higher education and public agencies. Climate Impact Project Coordinators plan, coordinate, and execute climate resilience projects that help communities anticipate, prepare for, and respond to climate change impacts. They build the capacity of their service site to increase the reach, effectiveness, and/or efficiency of the services provided by the organization and the impact on the communities served. This is an AmeriCorps service member position with the AmeriCorps program, Climate Impact Corps.

Essential Functions

Climate Resilience Capacity Building: Climate Impact Project Coordinators implement a service plan that builds site capacity within the program's defined priority areas. The services provided by Climate Impact Project Coordinators vary by site, but will include one or more of the following categories:

- **Community Engagement, Outreach, and Communication**
 - Advance climate resilience initiatives by:
 - Engaging with community shareholders to leverage existing strengths and resources
 - Identifying gaps in service access or delivery
 - Engaging community members in resilience planning, communication, educational outreach, and other activities.
 - Build relationships and trust with community partners and stakeholders.
 - Create or update site communication plans.
 - Support marketing efforts, including branding efforts, social media, blogs, newsletters, etc.
- **Research, Data Collection, and Analysis**
 - Perform basic research and analysis.
 - Support the design or implementation of data collection tools or processes.
 - Analyze, interpret, and summarize data to guide ongoing or future climate resilience efforts.
 - Employ evidence-based and systems approaches to address climate needs and support resilient communities.
- **Coordination of site-specific projects, programs, and process improvement**
 - Using the program's defined priority areas, develop systems and processes and perform activities that enhance the host site's programming. This may include direct services such as:
 - Tree planting, inventorying, and maintenance
 - Ecological restoration activities including pollinator plantings and invasive species removal
 - Conducting home energy audits and home resident education
 - Leading environmental action activities and trainings
 - Coordinate cross-sector collaboration and planning.
 - Create new programs, initiatives, and/or resources.
 - Plan, manage, or support site-based events which may include community tree distribution or eco-fairs.
 - Draft a service transition document that outlines service accomplishments and plans for transitioning projects and programs after the service term.
- **Volunteer Recruitment and Mobilization**

Position Description Continued

- Develop, execute, or support volunteer engagement plans to advance climate resilience efforts.
- Mobilize and manage volunteers in site-specific opportunities.
- Use evidence-based strategies to improve volunteer programs, including processes to refine the selection, orientation, training, utilization, recognition, and evaluation of volunteers
- **Workforce Development**
 - Plan, conduct, and support workforce development programs and projects that create pathways to living-wage green jobs.
 - Coordinate activities needed to enroll individuals in green workforce trainings and certification programs.
 - Assist community members in navigating various green workforce programs and opportunities.

Communication

- Foster a welcoming and supportive atmosphere through modeling inclusive and respectful behavior and communication.
- Communicate regularly and effectively with Ampact staff, and site personnel.
- Build and maintain collaborative relationships with participants, site staff, and Ampact staff, fostering an environment of mutual respect and understanding.
- Record data in online systems in a timely and accurate manner.
- Maintain confidentiality of any personally identifiable information at all times.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Engage in independent service activities as needed to ensure completion of required service hours.

Non-Essential Functions

- Represent Ampact at site-sponsored activities (e.g., family night) and provide education about Climate Impact Corps and local climate resilience initiatives. Recruit community volunteers to participate in site-based events or programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet

searches, and navigating resources online, completing data entry, using email regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.

- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.

Preferred Qualifications

- Ability to take initiative, organize workload, and manage multiple projects with limited direction.
- Demonstrated ability to build strong, trusting relationships with diverse stakeholders, including colleagues, program participants, community members, and external partners.
- Some positions prefer proficiency in a language(s) other than English.

Physical Requirements

- Ampact strives to provide an accessible service environment for all members. Though positions generally require some level of physical activity, Ampact will strive to provide reasonable accommodation upon request.
- Some positions are primarily based in an office or classroom setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying up to 30-50 lbs., and use of hand tools.
- Some positions may require the ability to work outdoors in adverse weather conditions, such as wind, rain, high or low temperatures on challenging terrain for up to 8 hours at a time.

Ampact will not discriminate for or against any AmeriCorps service member or applicant based on race, color, creed, national origin, sex, gender, gender identity or expression, age, religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, familial status, pregnancy, reprisal, genetic information (including family medical history), military service, submission of a complaint, or any other category protected by law.

Ampact welcomes individuals with diverse abilities and needs. Reasonable accommodations provided upon request. This document is available in alternative formats