

## Program Coordinator VISTA - Position Description

### Summary

Are you interested in gaining a meaningful professional experience, empowering communities, and making a lasting difference? Join the Envirolution team through AmeriCorps VISTA!

### Position Description

The Envirolution Program Coordinator VISTA will be an essential team member for this growing nonprofit organization. This person will help improve the effectiveness of current and future programmatic processes related to the empowerment of young women.

This position will lead the pilot efforts of our new program: EDGE (The Empowerment and Development of Girls in Engineering). Envirolution's former AmeriCorps VISTA members initiated EDGE to address the women-representation gap in the engineering field by developing a highly engaging and empowering inquiry-based STEAM program designed to help young women become energy leaders and encourage them to pursue a STEAM career. EDGE will serve as the umbrella program for our women, and girls' empowerment efforts, including developing and streamlining our Energy Bike Workshop for girls, STEAM exploration events for the local Girls Scouts troops and the annual Introduce a Girl to Engineering Day in collaboration with Tesla Motors. Collaborating closely with the program manager and the executive directors, this person will refine and create community connections to support the development and improvement of our programs.

### About EDGE

EDGE was initiated by former Envirolution VISTA's who identified the representation gaps in the engineering field. To address these gaps, the VISTAs outlined EDGE. During this program, EDGE Energy Bike Teams composed of four middle school students and their teacher will attend a three-day workshop led by Envirolution staff and community STEAM professionals during academic school breaks (Fall, Spring, or Summer), where they will emerge as EDGE Energy Bike Ambassadors. The young women will work as a team to develop their leadership, self-confidence, and problem-solving skills as they follow schematics to build their own fully functioning Energy Bike from scratch. Teams will deepen their understanding of energy transformation and learn lessons related to the hands-on application of energy concepts while focusing on energy efficiency and sustainability. The energy transformation process is a key lesson included in our flagship program, Project ReCharge's curriculum. This position will help advance hands-on learning fundamental to the Envirolution mission and vision.

In addition to building the Energy Bike and learning to teach energy lessons, Envirolution will invite local STEAM industry professionals to a "Women in STEAM" panel discussion to inspire confidence in choosing a STEAM career. After the three-day workshop, the Energy Bike will become the school's property, with the participating teacher and EDGE Energy Bike Ambassadors being the bike's primary caretakers. With their newfound expertise and their own Energy Bike, the EDGE Energy Bike Ambassadors will help educate younger students, peers, and other teachers on concepts of energy efficiency and energy transformation. This position will help alleviate long-term poverty by inspiring

young girls to pursue careers related to STEAM, which on average lead to better-paying jobs and higher job security over their lifetimes.

Envirolution will provide an avenue for EDGE Energy Bike participants to engage in community opportunities outside of the classroom throughout the year. They would bring their energy bike, outreach and inspiration to the general public through this process.

### **About Envirolution:**

Envirolution is a 501 (c)(3) nonprofit organization dedicated to developing and scaling dynamic K-12 education, youth leadership development, and community outreach programs centered around energy efficiency, sustainability, and Science, Technology, Engineering, Art, and Math (STEAM) development with a special focus on under-represented groups in STEAM, including women, minorities, and low socioeconomic populations. Established in 2007 and based in Reno, Nevada. Envirolution's mission is to *inspire and empower the next generation of leaders and community members who will drive the growth of a sustainable economy*. With a focus on hands-on service learning, our programs provide career development for students of all socio-economic backgrounds and enable participants to give back to their communities. Envirolution seeks to promote global change by championing local efforts that empower citizens to achieve positive, meaningful accomplishments and make a good living while giving back to the social and environmental communities.

### **Envirolution's Programs:**

- **Project ReCharge** | Ongoing. A dynamic, cutting-edge sustainability and energy efficiency education and training program that engages students, teachers, and community professionals. Project ReCharge gives students the knowledge, training, and technology needed to become sustainability detectives focused on saving their home, school, or community money through resource-saving recommendations through hands-on STEAM lessons.
- **Sustainability Expedition** | Annual. An exciting, five-day opportunity for northern Nevada youth to travel to Reno organizations with sustainable business models, meet professionals in renewable energy fields, explore environmentally friendly buildings and discover various community volunteer opportunities.
- **Career Quest** | Ongoing. Envirolution's newest program, developed in collaboration with Tesla. Every Friday, students from 5th to 12th grade have the opportunity to tour local STEM businesses and, while there, receive a hands-on STEM lesson -- designed and implemented by Envirolution staff and explicitly tailored to what students are learning.
- **Introduce a Girl to Engineering Day (IGED)** | Annual. A national movement to inform, inspire and educate girls about how engineering can be a fulfilling and world-changing career. Partnering with Tesla and looking to expand, we have provided over 1,500 middle school girls an opportunity to interact with women engineers, learn about engineering careers, and engage in educational, hands-on activities.
- **EDGE** | Future program. As part of achieving Envirolution's mission to *inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy*, EDGE (the Empowerment and Development of Girls through Engineering) will be our newest program that is designed to spark student confidence and interest in engineering, science, and math-related careers, with an emphasis on energy efficiency.

**Service Location:** Reno, NV

**Timeline for Service:** February 14th, 2022 - February 13th, 2023

### Primary Responsibilities

- Assist with planning and coordinating ongoing and annual programs and their activities related to women's empowerment in STEAM.
- Develop and monitor implementation of program policies and practices for an emerging program - EDGE.
- Coordinate program communications with existing and new community stakeholders.
- Create and deliver program materials to participating schools, companies, and leaders
- Oversee EDGE implementation, piloting at least one bike program at a local middle school during the service term, and laying the foundation for future energy bike teams.
- Assist in project implementation of Introduce a Girl to Engineering Day.
- Create a logic model for program expansion and needs.
- Facilitate positive relations between the program team, the public, the media, other departments, and all other involved parties.
- Schedule and organize program-related meetings and events.



### Qualifications

- Passionate commitment to The Envirolution Inc.'s mission and vision;
- Bachelor's degree (or equivalent experience);
- Ability to multi-task in a fast-paced environment;
- Exceptional writing skills;
- Strong communication skills;
- Strong organizational skills;
- A high degree of initiative and spirit of service;
- Preferred: experience in project coordination, women empowerment programs

### AmeriCorps VISTA

The Envirolution Program Coordinator VISTA is funded by the Corporations for National and Community Service and will serve within the AmeriCorps VISTA program. AmeriCorps VISTA is the national service program designed specifically to fight poverty. Each VISTA member makes a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. To learn more about the AmeriCorps program, visit [americorps.gov](http://americorps.gov).

### Compensation

- In return for their service, AmeriCorps VISTA members receive a modest living allowance of \$15,001.50.
- Ten days personal/vacation time and ten days sick leave.



To inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy.

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- Health benefits during service.
- Childcare opportunities (if applicable).
- Qualified student loan deferment or forbearance.
- Non-competitive eligibility for qualified government jobs the first year after completing service.
- Upon completion of service, choice of Segal AmeriCorps Education Award of approximately \$6,100 or post-service stipend of \$1,800.
- A relocation settling-in allowance of no less than \$750 if you move more than 50 miles and travel allowance based on mileage may also apply.
- Professional development through monthly training, service skills, and experience in a nonprofit environment.

### To Apply

Applications are accepted by emailing a resume, cover letter, and three references to Envirolution at [office@envirolution.org](mailto:office@envirolution.org) - Subject line: Envirolution Program Coordinator VISTA application.

Visit The Envirolution Inc.'s website [www.Envirolution.org](http://www.Envirolution.org) or call 775-229-8488 for more information.

You may also visit Truckee Meadows Parks Foundation's website [www.tmparksfoundation.org](http://www.tmparksfoundation.org) or call/email Sara Monks at 775.410.1702 or [saramonks@tmparksfoundaiton.org](mailto:saramonks@tmparksfoundaiton.org) for more information.