

## Research and Evaluation 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 Research and Evaluation Coordinator VISTA will be an essential team member for this growing nonprofit organization. This person will help improve the effectiveness of current programmatic evaluation processes while also assisting in the research in sustainability and STEAM-related content and reports. Collaborating closely with the program managers and the development and curriculum coordinators, this person will refine and create new evaluation and research protocols to support the development and improvement of programs.

### 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 tailored specifically 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

- Collaborate with Envirolution staff and stakeholders on data collection, input, analysis, and reporting processes for all programs.
- Collaborate with Envirolution staff and stakeholders in collecting and analyzing data by surveying program participants, community members, and stakeholders.
- Produce reports and data visualizations for internal and external audiences to inform ongoing program operations, evaluation, program improvement, and Envirolution's five-year strategic plan.
- Research, collect and summarize data relevant to Envirolution's mission and program objectives, including but not limited to STEM/STEAM, energy efficiency, and sustainability-related to career awareness, education, student demographics, and program application in schools and community perception.
- Collaborate with the Curriculum Developer to research existing and new content areas, background information, and resources needed for our programs.
- Assist as needed with various programs, including but not limited to material prep, hosting zoom breakout rooms, and helping onsite at outreach 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 research, evaluation, data analysis, and reporting

### AmeriCorps VISTA

The Envirolution Research and Evaluation 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.
- 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 cover letter, two short writing samples, and resume to Envirolution at [office@envirolution.org](mailto:office@envirolution.org) - Subject line: Research and Evaluation 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.