

<b>Start Date</b>	ASAP	<p><b>Mission:</b> 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) career development.</p> <p>Established in 2007 and based in Reno, Nevada, Envirolution's mission is to inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy. With a focus on hands-on service learning, our programs not only provide career development for students, but also enable our participants to give back to their communities.</p> <p>Envirolution seeks to promote global change by championing local efforts that empower citizens to do positive, meaningful work and to make a good living while giving back to the social and environmental communities.</p>
<b>Application Deadline</b>	Until filled- apply NOW	
<b>Position Title</b>	<i>Education and Outreach Coordinator</i> , AmeriCorps State and National Member	
<b>Service Location</b>	Envirolution Main Office <u>3355 Downey Ave, Reno, NV 89503</u>	
<b>Service Timeline</b>	<ul style="list-style-type: none"> <li>till Aug. 2022</li> <li>Full-time</li> </ul>	
<b>Compensation</b>	<ul style="list-style-type: none"> <li>Approximately \$11 per hour with an education award granted at the end of the service term. The education award is based on the number of hours completed.</li> </ul>	
<b>AmeriCorps Contact at Envirolution</b>	Aimee Frugoli Program Manager <a href="mailto:aimee.frugoli@envirolution.org">aimee.frugoli@envirolution.org</a> (775)-229-8488	
<b>Additional Information</b>	<ul style="list-style-type: none"> <li><a href="http://www.envirolution.org">www.envirolution.org</a></li> <li>Facebook: @Envirolution</li> <li>Twitter: @EnvirolutionORG</li> <li>Instagram: @envirolution</li> </ul>	

## Position Description



The *Education and Outreach Coordinator* -- an AmeriCorps State and National member -- will play an essential role on the Envirolution team. They will join a growing, fast-paced, small nonprofit where opportunities for personal and professional growth abound. If you desire to challenge yourself, acquire new skills and competencies, and directly impact the community that you will be serving in - read on.

With support from the Envirolution team and AmeriCorps staff, the *Education and Outreach Coordinator's* primary responsibility will be to extend opportunities for adult and youth education in the community around Envirolution programs. They will have the opportunity to interact with a wide

range of community partners and inspire the community to learn how Envirolution's programs provide solutions for STEAM educators in Nevada, while also working with students to take an active role in sustainability and energy efficiency. This position will require approximately 40 hours of service per week, 9:00am to 5:00pm (Monday through Friday), with occasional weekend and evening hours served while representing Envirolution at community events. This position will represent Envirolution at any number of in person events, presentations, virtual classroom visits, presentations or a combination of both in-person and virtual. Benefits include federal and state holidays off, as well as two weeks (80 hours) of vacation time.

**COVID-19 Status Update:** As Envirolution navigates the changing public health circumstances, please know that we are proactively addressing concerns surrounding COVID-19. The health and safety of our employees is our top priority, and we have taken precautionary steps to reduce the spread of illness in our workplace. At this time, all Envirolution staff are fully vaccinated. **Please note that some or all listed responsibilities below are subject to be done on a virtual platform.** We encourage you to apply for this opportunity and do not hesitate to reach out to our AmeriCorps contact at Envirolution if you have questions or concerns regarding the recruitment process.

**Primary Responsibilities: \*Subject to more virtual duties due to pandemic changes\***

- Organize, attend and run Envirolution's community events; from STEAM nights at local schools, to tabling opportunities at conferences and other gatherings; to and other high-profile outreach opportunities.
- Recruit and manage volunteers to help with various outreach events, community events, and material preparation.
- Create activity videos and/or virtual experiences for students, teachers and the community.
- Assist with the weekly implementation of Career Quest with the Program Manager.
  - Includes: supporting visiting student groups at Tesla Gigafactory 1, other sites, virtually, co-teaching hands-on STEAM lessons designed by Envirolution and summer break camps.
- Assist in the planning, implementing and day-to-day logistics of 2021/22 Sustainability Expedition.
  - Includes: presenting to and recruiting middle and high school students, managing communication between students and parents, working with the Program Manager on preparing materials and activities for the expedition, etc.

**Secondary Responsibilities: \*Subject to more virtual duties due to the current situation\***

- Organize, attend and run periodic community park cleanups.
- Assist in determining ideas for new and improved: marketing opportunities, tabling materials and outreach strategies.
- Manage the data for tracking outreach events, maintaining the tracking database, and the follow-up that needs to happen with interested volunteers, teachers, and funders.
- Assist the Project Manager and Curriculum Manager with the expansion and implementation of Project ReCharge:
  - Provide support during Professional Learning for teachers; assisting with classroom material assembly; recruiting new teachers at community events; etc.

- Depending on qualifications, prior experience and competencies, opportunities exist to assist other team members with: curriculum development; drafting content for Envirolution newsletter, website and social media platforms; and more.

## Position Requirements

### **Required Qualifications:**

- Bachelor's degree in education, environmental science, or a related field.
- Experience and high level of comfort communicating to a variety of audiences and ages.
  - Ability to work with elementary, middle and high school teachers and students is essential.
- Experience managing logistics of outreach and event planning.
  - Attention to detail and organization
- Ability to serve as a public face for Envirolution in a variety of contexts.
  - Events, classroom visits, meetings with community partners, etc.
- Familiarity with Microsoft Office, Google Suite, Zoom and basic office software.
- Experience with creating content and using various social media platforms (Facebook, Twitter, Instagram, LinkedIn, Twitch, etc.)
- Flexibility, optimism, patience, and a good sense of humor.
- A well-developed understanding and passion for sustainability and related issues
- Outgoing personality, strong organizational skills, and written and oral communication skills.

### **Preferred Qualifications:**

- Background in education: classroom teacher, private tutor, outdoor education instructor, etc.
  - STEAM/Environmental Ed especially desirable
- Experience recruiting and managing volunteers.
- Experience with lesson planning or curriculum development.
- Experience or knowledge of video making, video editing software (WeVideo, etc.), and graphic design.
- Ability to multi-task in a fast-paced environment.
- Motivated, 'self-starting' work ethic, and ability to work closely with team members.
- Valid state driver's license and a reliable personal vehicle.
- Ability to lift at least 50 lbs.
- Ability and willingness to stand for extended periods of time.

## Envirolution's Programs

- **Project ReCharge** | *Ongoing*. A dynamic, cutting-edge energy efficiency and sustainability education and training program that engages students, teachers and community professionals. Through hands-on STEAM lessons, Project ReCharge empowers elementary, middle and high school students with the knowledge, training and technology needed to become energy detectives focused on saving their home, school and community money through energy saving recommendations.

- **Sustainability Expedition | Annual.** An exciting, five-day opportunity for northern Nevada youth to travel to local 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 initiative, developed in collaboration with Tesla. Every Friday, students from 4th to 12th grade have the opportunity to tour local STEAM businesses and, while there, receive a hands-on STEAM lesson -- designed and implemented by Envirolution staff and tailored specifically to what students are learning. This program is also being offered virtually.
- **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 female engineers, learn about engineering careers, and engage in educational, hands-on activities. This program is also being offered virtually.

## Location

The Envirolution office is located in Reno, Nevada, "The Biggest Little City in the World." Reno has an estimated population of 246,500, with Sparks and Carson nearby for a total estimated population of 401,862. Reno and the surrounding areas offer endless indoor and outdoor activities with everything from rock climbing, skiing, boating, fishing, bike riding, hiking, a minor league baseball team, cultural festivals and events throughout the summer, and a growing number of craft breweries and micro-distilleries. Reno sits about 22 miles from the beautiful Lake Tahoe, with 8 major ski resorts, and is a short drive from San Francisco.

## Additional Information

### **Self-Directed Learning and Member Responsibility**

Envirolution will provide a formal orientation to provide practical training and to create clear expectations for AmeriCorps members. Envirolution has a philosophy of self-directed learning to create a sense of professionalism and ownership and encourage staff to critically examine aspects of their work. There will be monthly discussions related to the project goals to provide continuing education throughout the program.

### **AmeriCorps Guidelines and Expectations**

AmeriCorps members are required to wear at least one piece of AmeriCorps gear (AmeriCorps button), provided by the Truckee Meadows Parks Foundation, every day during their term of service. AmeriCorps members must participate in a minimum of three National Days of Service

during their term of service and may participate in additional service projects.

### **Member Benefits and Compensation**

Full-time AmeriCorps members receive a living allowance of \$5,600, a \$1,586.25 education award upon successful completion of service, healthcare, childcare coverage (for eligible members), and professional development opportunities throughout their term of service. If the member qualifies, they will also receive student loan forbearance and interest payments. Housing is not included.

### **Evaluation and Reporting**

Members will receive several performance evaluations from their AmeriCorps supervisor at Envirolution, as well as the AmeriCorps Program Director. Members will submit their biweekly Member Service Logs (timesheets) to their supervisor to be approved. Members are also responsible for reporting performance measures to their site supervisor and AmeriCorps Program Director every month during their term of service.

## How Do I Apply?

1. Please review ALL materials and resources carefully, including:
  - Envirolution AmeriCorps Position Description (this document)
  - Envirolution website ([www.envirolution.org](http://www.envirolution.org))
  - AmeriCorps website ([www.nationalservice.gov](http://www.nationalservice.gov))
2. Send a completed application package to Envirolution at: [office@envirolution.org](mailto:office@envirolution.org)
  - Resume
  - Cover Letter (Why are you interested in the position?)
  - Three (3) professional references, including
    - *Name, Title*
    - *Email address*
    - *Phone number*
    - *Number of years known*
3. We will be in touch within one week to discuss your application status.
  - Feel free to ask questions at any time using the email [office@envirolution.org](mailto:office@envirolution.org)