



We Partner to Build the New Clean Energy Economy

JOB DESCRIPTION

Utah Conservation Corps (AmeriCorps) Member (1,700 Hour Service Contract)

Utah Clean Energy is leading the clean energy transformation in Utah and the West. As a nonprofit organization, we work to stop energy waste in homes and buildings, create clean energy, and build a smart energy future. We are seeking a full-time (1,700) Utah Conservation Corps member to support our clean energy and climate program activities.

The AmeriCorps Project Coordinator will:

- Provide program and research support to Utah Clean Energy staff working on energy efficiency, renewable energy, electric vehicle, and climate change programs
- Conduct community and business outreach at various trainings, workshops, and educational events
- Coordinate meeting, workshop, and event logistics in collaboration with staff and project partners
- Track program outcomes, data, and contact information relating to various clean energy programs, using Salesforce database
- Provide updates and content editing on Utah Clean Energy's suite of program websites
- Support staff in developing a calendar for community and business events, and tracking of related communications/social media activities.
- Assist Utah Clean Energy staff with program reporting activities for clean energy and climate programs

The Successful Candidate:

- Possesses excellent oral and written communication skills
- Pays attention to details, sees projects through to completion, and understands how to set priorities
- Possesses a background and commitment to environmental and/or energy-related issues
- Is comfortable using Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
- Provides their own transportation or utilizes public transit
- Works collaboratively with coworkers and community partners
- Be available to start service contract in January 2018

Hours and Compensation:

This full-time position requires the fulfillment of 1,700 hours of service over a 12 month period. While this is an unpaid position, Utah Conservation Corps (AmeriCorps) members receive the following benefits:

- \$12,630 annual living allowance
- \$5,815 AmeriCorps Education Award (upon completion of service)
- Health insurance and childcare options
- Pre-service orientation and in-service training
- Utah State University graduate level environmental education courses (optional)
- Utah Environmental Education Certification (optional)
- Federal student loan forbearance and interest accrual payment

To Apply:

- Please email a resume and cover letter to admin@utahcleanenergy.org with "Project Coordinator Application" in the subject line. *(No phone calls please.)* The position will remain opened until filled, but preference will be given to applications received before December 12, 2017.
- For more information about becoming a Utah Conservation Corps Member and associated benefits, please visit www.usu.edu/ucc/. *AmeriCorps is a National Service program that supports direct service to meet important community needs. AmeriCorps is an equal opportunity program and seeks to provide reasonable accommodations for application and service.*