

# Utah Conservation Corps AmeriCorps Individual Placement COSAS Design & Marketing Lead



## ORGANIZATION OVERVIEW

Through Social Action and Sustainability programming, the Utah State University Christensen Office of Social Action & Sustainability (COSAS) gives students opportunities to engage with the greater community and become life-long active citizens.

## POSITION OVERVIEW

COSAS Student Leaders work with a team of 8 AmeriCorps student leaders and their advisor. These Individual Placement positions are offered in collaboration with the Utah Conservation Corps (UCC).

These positions will work together to connect USU students with opportunities to engage with the wider community through direct service, community organizing and activism, philanthropy, public policy, and social entrepreneurship. The student leadership positions are hosted by COSAS and based at the Utah State University main campus in Logan, UT.

The Design & Marketing Lead is a 300-hour AmeriCorps member who will serve between July and October (however there is some flexibility). The member can expect to serve more hours during the summer months (up to 40 hours per week) and fewer hours during the school year (up to 10 hours per week). **This position will report to Kate Stephens, Center for Community Engagement (CCE) Associate Director.**

## PRIMARY DUTIES (DIRECT SERVICES)

- Collect high-quality images of projects and students in action, sustainability grant projects, & CCE events.
- Develop tabling materials to promote CCE programs at events like Day on the Quad, First-Year Orientation, etc.
- Update the design and layout for the 2024 CCE Annual Report.
- Collect photos & content for the 2024 CCE Annual Report.
- Update CCE website(s) & social media.
- Develop a plan for student leads and staff to keep social media content and websites current.
- Develop flyers, screen images, and social media posts for CCE Signature Events, including USU Farmers Market, Earth Week, February Food & Film Fest, True Blue Reuse Move-Out, etc.
- Attend weekly meetings with other leads and advisor.
- Organize and work with committees.
- Must hold a minimum of two office hours a week.
- Develop a data tracking plan and collect and report AmeriCorps impact data timely and accurately.

- Work with and advocate for underrepresented groups of potential volunteers.
- Community collaborations.
- Volunteer recruitment, training, and management.
- Manage volunteer opportunities through AggiePulse .

**TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)**

- Attend three Community Engagement Workshops.
- Prepare and present a poster at the annual CCE Poster Session.
- Attend required USERVE Volunteer Management sessions.
- Attend required USERVE Member Gatherings and Active Engagement Retreats.
- Complete UCC Orientation Modules.

**POSITION REQUIREMENTS**

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States;
- Be at least 18 years of age.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit members to a maximum of four AmeriCorps terms in a program such as UCC. AmeriCorps also limits the number of education awards an individual may earn. This rule states that "although an individual can serve more than two terms, a person cannot earn more than the aggregate value of two, full-time education awards."
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Must submit to and pass a background check. Must be clear of any record on the National Sex Offender Public Registry. Must have a criminal record clear of any conviction(s) for murder.
- Full day schedules include a 30-minute lunch break does NOT count toward term of service hours.

Position Specific Requirements:

- USU Enrollment, preferred.
- Ability to commit to a full term of service.
- A positive and professional manner with diverse populations.
- Demonstrated leadership skills.
- Desire to make a difference in the community.
- Interested in community engagement and sustainability.
- Volunteer experience.
- Ability to work well in a team.
- Computer proficiency (Word, Excel, email)
- Experience in content development and website design.
- Experience with relevant markets and trends.

### **Compensation and Hours Required:**

This position requires the fulfillment of 300 hours of service during a period of time which will be determined at hire. A service term is considered BOTH minimum hours AND service dates. This AmeriCorps member will receive the following benefits:

- \$3,105.88 living allowance paid in even bimonthly (TWICE per month) disbursements throughout the term of service).
- \$1,459.26 Segal AmeriCorps Education Award (available to members after successful service term)
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).
- Note: this is taxable income.

### **HOW TO APPLY**

Research shows that candidates from underrepresented populations often don't apply for positions if they don't meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Submit a cover letter and resume to [giselle.bandley@usu.edu](mailto:giselle.bandley@usu.edu): with subject line: "Design & Marketing Lead"

Preference will be given to complete applications received by **06/01/2024**

### **Diversity Statement**

Utah Conservation Corps is an equal opportunity program. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran, or disabled status. UCC is committed to providing reasonable accommodations for application and service with our programs.

### **About the Utah Conservation Corps**

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We're a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the environment, and regions requiring disaster response efforts.

Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

### **UCC's Zero Tolerance Policies**

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- Engage in activities that pose a significant safety risk to others or physically or emotionally

damage members of the program or community, such as harassment, hostile work environment, or bullying;

- Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, campsite, or in UCC vehicles (which includes showing up to work hungover); and
- Fail to notify the UCC of a criminal arrest or conviction during their term of service.

### **Land Acknowledgement Statement**

As part of Utah State University, a land grant institution, UCC acknowledges Utah State University campuses and centers reside and operate on the territories of the eight tribes of Utah, who have been living, working, and residing on this land from time immemorial. These tribes are the Confederated Tribes of the Goshute Indians, Navajo Nation, Ute Indian Tribe, Northwestern Band of Shoshone, Paiute Indian Tribe of Utah, San Juan Southern Paiute, Skull Valley Band of Goshute, and White Mesa Band of the Ute Mountain Ute. Along with USU, we acknowledge these lands carry the stories of these Nations and their struggles for survival and identity. We recognize Elders past and present as people who have cared for, and continue to care for, the land. In offering this land acknowledgment, we affirm Indigenous self-governance history, experiences, and resiliency of the Native people who are still here today.

### **AmeriCorps Rules of Conduct**

#### AmeriCorps Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Engage in any activity that is illegal under local, state, or federal law
- b. Engage in activities that pose a significant safety risk to others
- c. Engage in any AmeriCorps-prohibited activities that include:
  - Attempting to influence legislation;
  - Organizing or engaging in protests, petitions, boycotts, or strikes;
  - Assisting, promoting, or deterring union organizing;
  - Impairing existing contracts for services or collective bargaining agreements;
  - Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
  - Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
  - Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or

worship, or engaging in any form of religious proselytization;

- Providing a direct benefit to:
- A business organized for profit;
- A labor union;
- A partisan political organization;
- A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
- An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as CNCS may prohibit
- AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.

d. Such other activities as CNCS may prohibit.

e. Additional Items Prohibited by the Program

- Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives.

- Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

- AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

**AmeriCorps Members as Team Leaders.** Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

**Unallowable Team Leader activities include:** signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.