



WSU SPARC AmeriCorps Sustainability Coordinator

ORGANIZATION OVERVIEW

The Sustainability Practices and Research Center (SPARC) at Weber State University (WSU) works to inform and educate WSU students, faculty, staff, and the local and statewide community in order to ensure the sustainability of our region and our world for future generations. The Center serves as a hub to connect campus activities, programs, departments, and community partners in order to advance a commitment to sustainability in the region.

SPARC works to achieve our WSU institutional goal of helping the region strive for carbon neutrality by 2050. We work with community partners, provide community-based programs, and host the Intermountain Sustainability Summit as ways to help us reach our regional goal.

POSITION OVERVIEW

WSU SPARC, alongside the Utah Conservation Corps (UCC), are excited to accept applications for AmeriCorps Sustainability Coordinator. This position is an AmeriCorps Individual Placement Position. The Sustainability Coordinator position is responsible for coordinating the Intermountain Sustainability Summit (ISS) and SPARC's community engagement programs.

The ISS helps to educate, inspire, inform and connect sustainability professionals and emerging leaders from across Utah.

The community programs serve to increase sustainability and conservation efforts especially in underserved populations.

Additionally, the Sustainability Coordinator will assist with developing educational materials and events focused on sustainability education for students and the public. The Sustainability Coordinator will serve on average 40 hours per week. **This position is supervised by the Sustainability Engagement Coordinator and will run Approximately July 2024-July 2025**

PRIMARY DUTIES (DIRECT SERVICES)

- Develop a data tracking plan and collect and report AmeriCorps impact data in a timely and accurate manner.
- Assist in coordinating and hosting the Intermountain Sustainability Summit including partner coordination, logistics, coordinating speakers, exhibitors and students, and

- recruiting, training and managing volunteers.
- Assist to coordinate clean energy and healthy ecosystems focused programming for Ogden and Weber County communities including coordinating with community partners, developing environmental educational materials and events for students and the general public, assisting with ecological landscaping at the SPARC Home for Sustainable Living, recruiting and managing volunteers, updating websites, and helping to host community events.

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

- One-on-one mentoring.
- Data collection and reporting training.
- Professional written communication skills training.
- Training on Google platform and information management.
- Training on event management skills.
- Training on environmental and sustainability knowledge and solutions.
- Tours of carbon neutral buildings and water-wise/ecological landscaping.
- 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 that does NOT count toward term of service hours.

Position Specific Requirements:

- A positive and professional manner with diverse populations.
- Good team player.
- Great verbal and written communication skills.
- Utilization of Google and Microsoft suites.

- Some event coordination experience preferred.

COMPENSATION

- **\$30,000.00 living allowance** (taxable income; paid in even bimonthly (TWICE per month) disbursements throughout the term of service).
- **\$6,895.00 education award** (available to members upon successful completion of service term hours AND dates).
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).
- 1700-hour members are eligible for healthcare reimbursement for qualifying plans.
- Childcare (for qualified members).
- Worker's compensation coverage.

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!

Email the following to lenamorgan@weber.edu with "AmeriCorps 2024 Application" in the subject line:

1. Cover letter
2. Resume
3. Writing sample
4. List of 3 professional references (phone and email)

To learn more or apply, go to <https://www.weber.edu/sustainability/ameri-corps-sustainability-coordinator.html>.

Preference will be given to complete applications received by June 27, 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.

