



Climate Corps AmeriCorps Program Coordinator

Are you a natural leader that's passionate about the environment and fighting climate change? Do you thrive in opportunities where you're mentoring, building relationships, and finding solutions? Would you feel excited about managing a program that provides young professionals with job opportunities, nonprofits and local governments with sustainable solutions, and the environment with a cohort that cares? If your answers are "yes!", we're looking for you!

POSITION DESCRIPTION

Climate Corps AmeriCorps (CCAC) is an environmental fellowship program that connects emerging climate professionals with California local governments and nonprofits to implement environmental programs. The CCAC Program Coordinator will continue the demonstrated success of this AmeriCorps program by recruiting, placing, training, and supporting 45 full time AmeriCorps members to serve directly with governments and nonprofit organizations to achieve local and State goals for climate change. The AmeriCorps members design and implement programs that save energy, increase community awareness around climate change, educate K-12 students about sustainability, and reduce emissions through planning and capacity building.

The primary responsibilities of the Program Coordinator are to 1) support implementation of our AmeriCorps cohort by working with BACR and SEI staff to recruit, train, supervise, and support a team of approximately 45 AmeriCorps Members working throughout California, 2) to support long-term CCAC program development by building and maintaining relationships with our partner agencies, and 3) to implement day-to-day CCAC operations as well as AmeriCorps evaluation activities.

RESPONSIBILITIES & DUTIES

- Directly Support CCAC Program Implementation
 - Recruit, select, and place AmeriCorps members at placements sites
 - Support and coach a diverse team of individuals working with emissions reductions programs in public and nonprofit organizations
 - Support partner placement site relationships and recruitment

- Support the personal and professional development of each AmeriCorps Member
- Help facilitate and plan team development training days, community building, and celebrations
- Act as Regional Supervisor for 12-15 members; visit placement sites and members on a monthly basis
- Support members with their transitions after the fellowship and advise their professional development
- Conduct and collect all member evaluation and metrics reporting documentation
- Support Overall CCAC Program Development
 - Build and maintain relationships between the CCAC program, SEI, and placement sites
 - Pursue synergies and points of connections with broader Climate Corps program
 - Build new relationships with community agencies and community members; execute contracts to host AmeriCorps members
 - Troubleshoot and problem solve with the program team
 - Build relationships and check in regularly with other leadership team members
 - Assist in developing strategic plans and goals for the organizations as a whole
 - Participate on committees and other group processes and projects
- Manage CCAC administration
 - Collect documentation related to Member's hiring and eligibility to serve
 - Oversee and approve AmeriCorps time sheets, track AmeriCorps hours throughout the year
 - Address member compensation and program-related benefits.
 - Maintain detailed personnel files on all CCAC AmeriCorps Members
 - Manage program budget as well as expense reimbursement requests
 - Contribute to program evaluation and reporting as needed

DESIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- Bachelors degree and 1+ year of experience working directly in areas such as:
 - Sustainability program planning/ implementation
 - Business and communications
 - Community based programs
 - Environmental science/education
 - Volunteer coordination
- Understanding of program related topics such as
 - Energy systems (conventional and clean)
 - Climate change science
 - California environmental policies
 - Green Building
 - Alternative transportation

- Waste reduction
- Environmental Education
- Exceptional organizational and leadership skills such as
 - Enthusiasm and commitment to social and environmental justice
 - Excellent skills in relationship building and communication
 - Mentoring and coaching abilities
 - A “self-starter”; ability to be self-motivated and lead with vision
 - Excellent team player and community builder
 - Experience with community outreach, engagement, and recruitment
 - Understanding and ability to work in multi-racial, multi-generational environment
- Other relevant prior knowledge and/or experience

PERSONAL QUALITIES

Candidate must show a commitment to and strong belief in the mission of the agency, its values and best practices, leadership capacity and the ability to inspire others, and the ability to maintain goals and priorities in dealing with challenges. Flexibility, integrity, and creativity a must.

This is a 12-month full time position, including benefits, starts ASAP. The position is based in Marin County and requires periodic travel to California partner and training sites. Salary is Commensurate with experience and ranges from \$60,000 to \$65,000 DOE.

EQUAL OPPORTUNITY

BACR is an Equal Opportunity Employer. People of Color, Multi-Lingual, LGBTIQQ, and People with Disabilities are strongly encouraged to apply.

*If interested, please submit a cover letter & resume to: **Bailey Hall at bhall@bacr.org**. Applications will be accepted until position is filled. Please make sure to indicate you are applying for the **CCAC Program Coordinator** position.*