



September 2020- August 2021 Service Year POSITION DESCRIPTION

Position Title

ECO Team Leader

Sponsoring Organization

Department of Environmental Conservation
Montpelier, VT

Sponsoring Organization's Mission

This position is part of Vermont Department of Environmental Conservation's (DEC) Environmental Careers and Opportunities (ECO) AmeriCorps Program. We aim to guide the next generation of Vermont's environmental leaders through enriching and immersive experiences. By collaborating with our partners, we add vital capacity to strengthen local communities and foster a deeper stewardship of our shared natural environment.

Goals for the ECO AmeriCorps Position

The Team Leader responsibilities will slightly vary depending on the successful applicant's strengths, career aspirations and the needs of the 2020-2021 ECO cohort. Broadly, the Team Leader will provide direct support to ECO AmeriCorps members using a combination of empathy, energy and superior understanding of communication mediums to bring ECO members, community partners and host sites closer together. The Team Leader will assist with training, outreach and other essential programmatic functions and be mentored by the Communications Director for the Vermont Department of Environmental Conservation.

Essential Functions. Functions that the applicant must be able to perform

For Service Year 2020-2021, this position functions as both a support for ECO members and as a support to the DEC Environmental Justice Initiative:

ECO Member Support Functions

- 1) Manage ECO AmeriCorps social media and other connectivity platforms (Facebook, Instagram, Twitter, ECO webpages, WhatsApp, SurveyMonkey, MailChimp, and others as needed)
- 2) Compose a comprehensive weekly update for members that includes pertinent program information on upcoming trainings, optional trainings and service opportunities
- 3) Assist with special event organization (MLK Day, Earth Day, Green Up Day), summer overnight training/service project, regional gatherings, etc.

- 4) Identify and develop outreach opportunities and collaborate with members to communicate success of program to the broader public
- 5) Assist with training/monthly meeting logistics and develop content for topic areas and speakers
- 6) Conduct member check-ins remotely or in-person
- 7) Conduct up to two in-person site visits with each member over course of service term
- 8) Monitor and communicate major member issues to Program Coordinator
- 9) Develop, coordinate and lead team building activities at program meetings/events

Environmental Justice Functions

- 1) Collaborate with the Department's Environmental Justice Team to build an internal and external website
- 2) Coordinate with broad groups of external stakeholders including environmental groups and Vermont colleges and university staff and faculty.
- 3) Conduct outreach to community groups and non-profits to understand what their concerns are around environmental justice in their communities
- 4) Participate in regular month calls with the US EPA to exchange ideas with other state and federal environmental justice programs
- 5) Research community engagement, public participation and environmental justice programs in other states
- 6) Assist Department staff with communication around existing environmental justice initiatives including being part of the Village Wastewater Infrastructure Team
- 7) Collaborate with UVM partners on service-learning projects for students to engage with the Department.
- 8) Track training opportunities related to environmental justice and inclusion, and develop training/educational materials for staff
- 9) Organize external workshops on public involvement in the permitting process to assist community members to engage in the public process

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

- Act as a primary contributor to ECO AmeriCorps' communication platforms
- Provide an empathetic and trustworthy conduit between ECO Members and Program Staff

Projects May Include

The ECO Team Leader will help plan and implement the following projects:

- Plan and execute Earth Day Projects for members serving around the state. This includes coordinating with local partners to organize and promote events.
- Promote the ECO AmeriCorps program by showcasing the talents, service and commitments of our members through social media posts and member spotlights.
- Publicize the program by writing several press releases for the ECO AmeriCorps Program during the service term
- Developing creative ways to keep ECO AmeriCorps members connected through their year of service

Desired Qualifications

- Interpersonal communications skills and outgoing nature.
- Strong communication skills
- A strong interest in environmental issues
- Competency with MS Office suite, including Excel, Word, Outlook and Publisher.
- Interest or experience in the design of informational content across multiple medias.
- Organizational skills.
- Ability to exercise sound judgment and good decision-making.
- Comfort with interacting with the public.
- Has a valid driver's license.

Networking Opportunities

The Team Leader will be well-placed to interact with a large number of professionals working on a diverse array of environmental management, communication and environmental justice issues. In addition, the member will regularly communicate with outside stakeholders (ECO host sites, professional trainers, conservation-based non-profits, US EPA staff, environmental justice organizations and community groups).

Service Conditions

Service is to be performed indoors in an office setting with occasional field work associated with service projects. Member will also be expected to drive a state vehicle to other member host sites to conduct in person site visits and/or assist other members with their fieldwork.

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.