

ECO AmeriCorps Host Site Application 2022-'23

Since 2015, ECO has enjoyed working with an inspiring list of conservation partners in providing environmental leaders a paid opportunity to serve Vermont communities. ECO AmeriCorps values all voices and identities in the conservation space. We seek to uplift and engage diversity, equity and inclusion commitments in service and in our state. Thank you for your interest in joining us!

For more information on host site application supporting documents:

<https://dec.vermont.gov/administration-innovation/eco/current-host-organizations>

Contact:

dustin.bowman@vermont.gov

802-461-5222

ECO AmeriCorps Living Stipend:

\$21,335 (full-time members)

\$11,295 (half-time members)

Host Site cost based on # of full-time employees:

Full-Time (1,700 hours over 11 months)

0-3 \$7,500

3-10 \$8,400

>10 \$9,800

Half-Time (900 hours over 6 months)

\$4,900 regardless of size

Quarter-Time (450 hours over 3 months)

\$2,450 regardless of size

Service Site Responsibilities

- Provide host site match based on organizational size
- Participate in ECO member recruitment, confirm member selection, arrange site training, member supervision and support throughout term of service, other forms and documentation as required by AmeriCorps, reviews bi-weekly member timesheets, mileage reimbursement for service-related travel.
- Supervisor must attend AmeriCorps supervisor orientation (or make special arrangements).
- Applicants must submit a Certificate of Insurance, indicating that the entity or entities have met the insurance requirements listed in Attachment C (see risk assessment document).

Full-Time Member Benefits*

Living Stipend: \$21,335 Education Award: \$6,495

Other Benefits: Professional development training, networking opportunities, health care, child care assistance, program support, mileage/meals reimbursement for ECO AmeriCorps-related travel.

*Benefits for half-time and part-time members are prorated.

VT-DEC administers the member's living stipend, health care benefits, child care benefits, timesheets, activity reports, and other AmeriCorps and employee-related benefits and documentation.

Organization Name *

Vermont DEC- Clean Water Initiative Program (CWIP)

Organization Address *

1 National Life Dr. Montpelier, VT 05462

Supervisor Name and Title *

Helen Carr - Nonpoint Source Coordinator

Email *

Helen.carr@vermont.gov

Phone number *

802-490-6115

Which hosting category are you applying to? Note: ECO prefers full-time members for the vast majority of our program opportunities. Please contact Coordinator dustin.bowman@vermont.gov with questions. *

- Full-Time (September-August)
- Half-Time (flexible)
- Quarter-Time (May-August)

How many ECO Service Members are you applying to host? *Note* The program looks to disperse capacity builders geographically and by experience. Consideration will be given to those that can demonstrate unique need. *

- 1
- 2

Host Site Contribution Method *

- Lump Sum
- Quarterly, *program preference is for one-time payment (reach out with questions)

Please provide a brief description of your role at your organization. *

The Clean Water Initiative Program (CWIP) funds, tracks, and reports on priority “clean water projects” which help to restore Vermont’s rivers, streams, lakes and wetlands. The Nonpoint source coordinator oversees CWIP's tracking, accounting, and reporting functions including reporting on statewide clean water project data and progress towards meeting water quality goals.

What is the title of the position you are requesting? *

Clean Water Communications Specialist

Describe your proposed service position. Please outline the role. *

This member will play an integral role in helping CWIP communicate the impacts of clean water projects to the public. The member will serve as part of the CWIP team, learning from and communicating with state staff and external partners. This position provides a great opportunity to network with and gain experience in many aspects of environmental work. We expect the member to focus on assisting with communications and data visualization, with flexibility depending on their areas of interest and program priorities.

1. Clean Water Communications

- Enhance clean water project communications using print and online communication tools,
- Develop content for Vermont DEC's Facebook page, CWIP's website, and clean water e-newsletters, as well as manage CWIP's online photo management platform.
- Coordinate DEC's Clean Water Lecture Series, which provides monthly presentations on a variety of clean water-related topics.
- Assist with designing and developing outreach/training materials to improve clean water communications
- Serve as part of the DEC Social Media Team and Cross-Agency Communications team to learn from and network with a diversity of communications professionals.
- Assist in incorporating inclusive language across our program's website, social media, online events and other communications.

2. Data Analysis & Visualization

- Assist in developing/ improving interactive data visualization tools, such as through Microsoft Power BI, to increase public engagement in clean water data.
- Analyze clean water project data to better understand trends in clean water funding and project results, as needed.

3. Other CWIP program support

- Support the CWIP team in implementing strategies to make our programs more diverse, equitable and inclusive for our partners and the public. Participate in the Department's DEI team.
- Support field efforts to assess clean water projects as needed
- Support on-going efforts to improve efficiency and effectiveness of clean water data management and reporting processes.

What are the essential functions that the applicant must be able to perform? These may be listed in bullet form. *

- Strong written and verbal communication skills and interest and willingness to improve these skills
- Ability to work majority of time in an office environment, as well as perform occasional fieldwork
- Ability to collect and analyze data using various applications and software
- Strong attention to detail
- Strong organizational skills
- Proficiency in Microsoft Office suite, including Excel
- Ability to communicate effectively and professionally with a range of audiences
- Self-motivated, time management skills, positive, helpful attitude
- Team player, interested in learning and collaborating in water quality improvement efforts

What are the secondary functions? These are projects or tasks that may be accomplished as time allows or applicant's interests evolve. *

- Experience and interest in with writing communications for the public (i.e. social media, email, and websites)
- Ability to manage multiple projects
- Environmental sciences/studies background
- Experience with designing communication materials.
- Experience or interest in with data analysis
- Experience/coursework and strong interest in related to water quality/natural resources
- Familiar with Microsoft Teams, Ability to effectively host a Teams meeting

What are the desired qualification for this position? *

- Familiarity with Best Management Practices (BMPs) for water quality
- Comfortable with Presentations
- Enjoys a fast paced working environment, ability to adapt to changing priorities
- Experience with data management and analysis

Will the member have access to "vulnerable populations"? This includes youth, elderly and individuals with disabilities. *

Yes

No

What initiatives does your organization take to support diversity, equity, inclusion, and environmental justice and how will the ECO member be included or supported in this work? *

CWIP is committed to incorporating diversity, equity inclusion and environmental justice into our daily work. Our program has several efforts underway to address these opportunities in its funding programs, reporting, and communications. We have monthly staff meetings focused on DEI, we have attended all division wide trainings and work to actively gain knowledge related to this topic and apply it to our work. We have defined these words in the context of our work and are focused on improving accessibility of our programs and communications using inclusive language on our website and documents we put out to the public. The member may help to support these efforts depending on their interest in the topic.

Please provide information that provides a compelling need for the proposed position (data, statistics, resources, etc.) *

The Clean Water Initiative Program (CWIP) is required to meet the accountability requirements of the Vermont Clean Water Act (Act 64 of 2015) and the Clean Water Service Delivery Act (Act 76 of 2019), the Lake Champlain Phosphorus Total Maximum Daily Loads (TMDLs) for Vermont segments of Lake Champlain, and other major nutrient TMDLs. CWIP and other state entities provide funding to develop and implement projects that reduce pollutants and improve water quality in order to move towards compliance with the above TMDLs.

One essential part of CWIP's mission is to communicate the efforts occurring throughout the state in the field of clean water. While staff is mainly focused on funding, tracking, and accounting for this work, the successes are not always well-communicated to the public. This position would greatly enhance communication efforts, making clean water data and reports easier to access and understand. The Clean Water Lecture Series is something CWIP would not have the capacity to do if not for past AmeriCorps Members. It has been well attended and has gotten positive feedback.

Lastly, this service-position would allow an AmeriCorps member to expand the efficiency and effectiveness of our reporting procedures through assisting with continuous improvement efforts and gain useful skills in the process. This is of great need in a time where we have increased workloads with limited capacity. The member would work with CWIP staff and our partners to develop new and exciting approaches to track and communicate the state's clean water efforts and progress toward meeting TMDLs.

Describe the supervisor's leadership experience. Will they have adequate time to manage and mentor an ECO AmeriCorps member? *

I (Helen) have supervised the past 3 CWIP AmeriCorps members, so I am aware of the time and management needed to effectively supervise an ECO AmeriCorps member. I understand the expectations for the ECO program and, with the CWIP team, will strive to provide the member with an impactful learning experience, work with the member to gain new skills and explore their passions, and also provide the member with substantial support, commitment and mentorship to meet their service goals. I am invested in the projects that the AmeriCorps member will be performing so I will be available to answer questions and provide them with tasks and feedback as needed. If I am not available, several other members of our program will be available to answer questions and provide guidance to the member.

Describe how your organization has adapted to COVID-19. What communication strategies and tools have you implemented? i.e. teleservice, remote service, etc. *

Our team has the ability to complete all tasks either fully remote (from home), or in an office environment. All technology needed to complete service from a home office will be provided. When we gather, we follow protocols as well as assess the comfort level of the group before gathering in person. I always have a weekly meeting with the member, and we have 2-3 staff check points throughout the week. Communication around this topic is frequent and is adapted as needed.

Describe networking opportunities that will be available to your service member. *

The member will be working among numerous staff at DEC who have a wealth of knowledge across the environmental field. If they are interested in a particular study area, they may have the opportunity to help other DEC staff with their field duties or other small projects. For example, they could take a day to collect water samples with the Lakes and Ponds Program, they could help count bugs collected by Monitoring and Assessment Program staff, or perhaps help with aquatic invasive species removal. They will also be reaching out to and interacting with our partners (watershed groups, municipalities and other environmental organizations in VT). There are many opportunities to network. The member's efforts towards implementing the Clean Water Lecture Series present a great opportunity to network with clean water partners within DEC, and also within sister departments and agencies. Supervisors will help to foster networking based on the member's interest.

Is there someone in your organization's network that might be interested in mentoring your ECO service member? *Note, 1-2 hours per month, not required

- Yes
- No
- Maybe

Does your organization currently host or plan to host an AmeriCorps member from another program? If yes, briefly describe the duties of this other position. *

DEC as a whole has multiple Americorps members hosted by different programs.

Please list any clothing/equipment the member will need that you cannot provide (e.g., hiking boots, waders, raingear, etc.). Is a reliable vehicle expected? As the host site, you are responsible for providing all tools and technical equipment needed for the position (e.g., computer, phone, GPS, etc.). *

The position may require boots and rain gear for fieldwork. All other tools and technical equipment will be provided.

Are you willing to search with program staff over the summer to help your ECO member secure affordable and safe housing?

Yes

No

Maybe

Performance Measures

Provide approximate impact numbers (e.g. miles of rivers treated) in each focus area. Refer to the 2021-2022 Performance Goals document for an explanation on each focus area.

Document can be found here: <https://dec.vermont.gov/administration-innovation/eco/current-host-organizations/prospectivehostsites>

Water Quality and Trail Improvement - Please project Impact Numbers on miles of river/stream/trail treated and/or improved. *

0

Land Conservation and Remediation - Please project impact numbers on acres of public parks or other public, publicly managed or tribal lands improved. *

0

Community Engagement Outreach and Education - Please project number of individuals receiving environmental stewardship education or training. *

80

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