



September 2024- August 2025 Service Year POSITION DESCRIPTION

Position Title

ECO Team Leader

Program

ECO AmeriCorps

Davis 1, 1 National Life Dr Montpelier, VT 05620

Sponsoring Organization

Department of Environmental Conservation

Address: Davis 1, 1 National Life Dr | Montpelier, VT 05620

Supervisor

Dustin Bowman, ECO AmeriCorps Program Manager

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Sponsoring Organization's Mission

The ECO AmeriCorps program gives Vermont's emerging leaders the opportunity to serve the needs of Vermont communities in the environmental and conservation spheres. By collaborating with our partners, we add vital capacity to strengthen local communities and foster a deeper stewardship of our natural world.

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 2024-2025 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. The Team Leader will design and execute a special project based on an area of their interest, to further their learning and grow partnerships for the ECO AmeriCorps program.

Essential Functions: functions that the applicant must be able to perform

- 1) Manage ECO AmeriCorps social media and other connectivity platforms (Instagram, ECO webpages, Slack, Google Surveys, Google Calendar Google Drive)

- 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 at their host site
- 8) Monitor and communicate major member issues to Program staff
- 9) Coordinate member-led Diversity, Equity, Inclusion and Justice
- 10) Develop, coordinate and lead team building activities at program meetings/events
- 11) Complete an independent service project

Secondary functions: these are projects or tasks that may be accomplished as time allows or applicant's interests evolve.

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

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.

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.

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).

Term of Service

September 15th, 2024 – August 15th, 2025

Time Requirements

Full time member will need to complete 1700 total service hours, serving approximately 40 hours/week

Orientation and Training

ECO will provide members with orientation at the beginning of the service term. Host sites are expected to provide additional on-boarding training. Throughout the service term, ECO AmeriCorps will provide in-person and virtual trainings to members.

Benefits

- Education award of \$7,395 (pre-tax) upon successful completion of service
- \$26,000 Living Allowance, paid bi-weekly
- Training Stipend
- Childcare assistance, if eligible
- Health Coverage
- Access to AmeriCorps Alumni Network
- Student loan forbearance and interest payments, if eligible