City of Flagstaff – Sustainability Program

Sustainability Aide, Community – Full-time 1700hrs

Location of organization: City of Flagstaff, Arizona

Website of organization: www.flagstaff.az.gov/sustainable

Brief description of organization: The Flagstaff Sustainability Program serves the community and municipal organization as a catalyst for economic, environmental and social sustainability through policy development, project implementation, leadership, and education.

Title of AmeriCorps service assignment: Sustainability Aide, Community

AmeriCorps Service Assignment Description:

1. Provides excellent customer service to internal and external customers.
2. Promotes Sustainability Program goals and provides accurate, timely and trustworthy information to community, partners and organizations.
3. Performs local outreach, employee education, volunteer management, advertising and marketing strategies that promote recycling, composting, and material resource conservation.
4. Conducts public outreach and education activities including giving presentations to community groups, prospective and existing project partners and the general public.
5. Represents the Sustainability Program at community events and meetings, which may include some weekends and nights.
6. Performs related duties as assigned.

AmeriCorps Member Qualifications:

Required

1. Ability to work as part of a team in conjunction with Sustainability Program staff.
2. Ability to communicate effectively, both orally and written as well as follow oral and written instructions.
3. Ability to work with the public in a tactful, positive, and constructive manner.
4. Experience with personal computers and associated software.
5. Ability to meet deadlines.
6. Ability to accept changes in project schedules.
7. Any combination of experience and training predicting the ability to successfully fulfill the requirements of the position.

Preferred

1. Experience with graphic design and social media.

Applications are available online: https://my.americorps.gov

If you have questions about AmeriCorps, please contact Youth in Action AmeriCorps, Civic Service Institute, Northern Arizona University 928-523-2199. If you have questions about the position, please contact McKenzie Jones at mjones@flagstaffaz.gov or 928-213-2153.