City of Flagstaff Sustainability Program Sustainability Aide, Energy and Climate – Full-time 1700 hrs







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, Energy and Climate

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 project management including outcome reporting and local outreach to promote the City's energy and climate-related programming.
- 4. Performs internal outreach, education and marketing strategies that promote the Flagstaff Municipal Sustainability Plan.
- 5. Performs project management including outcome reporting and local outreach to promote the City's sustainable employee commute programming.
- 6. Coordinates annual reporting and updates for the Flagstaff Municipal Sustainability Plan.
- 7. Conducts public outreach, volunteer management, and education activities including giving presentations to community groups, prospective and existing project partners and the general public.
- 8. Represents the Sustainability Program at community events and meetings, which may include some weekends and nights.
- 9. Performs related duties as assigned.

AmeriCorps Member Qualifications:

- 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 public speaking.
- 5. Experience with personal computers and associated software.
- 6. Ability to meet deadlines.
- 7. Ability to accept changes in project schedules.
- 8. Any combination of experience and training predicting the ability to successfully fulfill the requirements of the position.

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 Tamara Lawless at tlawless@flagstaffaz.gov or 928-213-2150.