



Conservation Trust for North Carolina (CTNC) seeks candidates for the 20-hour-per-week position of AmeriCorps Program Associate. Applications will be accepted and reviewed on a rolling basis until November 30, 2022 or until the position is filled.

Position Title: AmeriCorps Program Associate

Starting Salary: \$24,000, Part Time (this position is fully funded by a federal AmeriCorps grant and salary is subject to annual increase based on funding)

Position Location: Triangle-based, currently remote with option for in-office work

Target Start Date: January 30, 2023

Reporting Relationship: The AmeriCorps Program Associate reports to the AmeriCorps Program Director of Conservation Trust for North Carolina.

CTNC's Commitment to Diversity and Inclusion in the Workplace, and Race Equity

Practice: Conservation Trust for North Carolina values diversity in all its many forms: diversity of demographic identity, experience, and thought. We seek to create an inclusive work culture where all staff and board members are valued for the diversity they bring to the organization.

We are committed to conserving land in ways that inspire and enable people to build resilient, just communities. We commit to using our institutional power and influence to push for systemic change where all people – regardless of race – share in the benefits of land conservation. At the personal level, we call upon all staff and board members to commit to ongoing learning about racial oppression and ongoing efforts to realize racial equity in conservation. To do this, we're committed to our own process of transformation and holding ourselves accountable to leading with values instead of outcomes. We measure our success by how well we live up to our values and how much we change the future through applying those values to conservation actions.

Position Summary:

Resilience Corps NC is a State AmeriCorps program housed within Conservation Trust for North Carolina (CTNC), established to further the priorities of the organization: climate resilience, strong communities, and equity. The goal of the program is two-fold: to provide AmeriCorps members with the opportunity to serve North Carolina through community-based partnerships while advancing CTNC's priorities to build resilient, just communities across the state.

The AmeriCorps Program Associate's primary responsibility will be supporting AmeriCorps members during their service term by coordinating trainings, planning member cohort events, regular member check-ins (virtual and in-person) , and strategizing other best practices for member support.

The ideal candidate will have enthusiasm for and knowledge of young adult and adult workforce skill development, a high level of emotional intelligence, strong organizational skills, and a commitment to carrying out the mission of CTNC through Resilience Corps NC.

Position Responsibilities

- **Member Support 60%**
 - Plan & coordinate professional development trainings, service projects, and other opportunities for cohort connection
 - Regularly communicate with members via phone and email to ensure their understanding of AmeriCorps regulations, adherence to program/host site goals, and management of mental health and wellbeing
 - Support members in exploring career paths, identifying professional development needs, and setting and achieving professional goals
 - Work with Program Director to train members in AmeriCorps history, prohibited activities, and current performance measures (capacity building, environmental education, disaster preparedness)
- **Program Management 30%**
 - Plan & coordinate member site visits (virtual and in-person; 2 per member)
 - Manage participant timesheets, reimbursement requests, data reporting, and other record keeping
- **Other Responsibilities 10%**
 - Remain current on AmeriCorps compliance measures

Qualifications

Required:

- Program/project management experience
- General understanding of systemic racial inequities, with demonstrated ability to use that knowledge to inform programmatic decisions
- High level of emotional intelligence, with ability to establish healthy boundaries between self and members
- Experience with young adult and adult workforce skills development
- Experience planning small- and large-scale events
- Strong verbal and written communication skills
- Highly organized and skilled at multitasking
- Demonstrated conflict resolution skills
- Ability to work and communicate with diverse audiences
- Computer proficiency, especially Microsoft Office Suite & Google Suite
- Willingness and ability to travel (within North Carolina, 4x annually)

Essential Needs

- **Equipment/Software:**
 - Must have access to reliable internet/wifi
 - Proficient in video call platforms like Zoom and Google Meets
- **Physical Demands:**
 - Must be able to sit/stand at a computer and type for long periods of time
 - Must be able to drive a vehicle and navigate unpaved terrain occasionally during site visits
- **Transportation:**
 - Reimbursement will be provided for travel outside the Triangle, but candidate must provide their own transportation to/from office

To apply: Submit one document that includes your personal statement, resume and three references via email with the subject line **AmeriCorps Program Assistant Application:**

Michaella Kosia
AmeriCorps Program Director
hr@ctnc.org

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Conservation Trust for North Carolina is an Equal Opportunity Employer and values diversity of all kinds in its workforce. CTNC prohibits any discrimination in carrying on its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation or marital status. This includes all programs, projects, events and any other related activity sponsored by CTNC.