

2018-2019 CAC AmeriCorps Member / Office of Sustainability

The City of Knoxville's **Office of Sustainability** (OS) is responsible for making Knoxville a greener, more sustainable city – one where the economy, environment, and community can thrive today and in the future. The OS has seven (7) major focus areas: Community Engagement, Energy, Goods & Services, Urban Agriculture & Landscapes, Infrastructure, Transportation, and Sustainable Growth. The OS's projects are detailed in the City of Knoxville's Energy & Sustainability Initiative Work Plan ([link](#)).

Service Position Title

AmeriCorps Member / Office of Sustainability Project Coordinator

Immediate Supervisor

Brian Blackmon, Project Manager, City of Knoxville

Service Position Summary

Working within the Office of Sustainability, the selected AmeriCorps member will have the opportunity to learn about city government and the sustainability field. The selected member will work with the OS staff and interns on a variety of projects, but specifically will work on projects related community engagement, energy efficiency education, and green living. The member will develop valuable skills working with other governmental departments, community groups, and datasets by assisting the Office of Sustainability on their work plan implementation.

Essential Functions of Position

The Selected Member will be expected to:

- Learn the details of OS initiatives so they can be communicated effectively to various audiences.
- Serve as a liaison between the OS and community groups at meetings as necessary.
- Work with OS staff and City Communications staff to craft press and social media releases.
- Develop one or more Power Point presentations for use by OS staff.
- Update and maintain OS's database of energy consumption for internal use and community-facing projects.
- Work with OS staff to organize sustainability events with community partners.
- Serve as primary outreach for the City of Knoxville's Community Wildlife Habitat certification project. Includes delivering informational presentations to audiences of varying ages. Allows for development of original material.
- Assist with the development of community resources as necessary (e.g. handouts, flyers, information summaries).
- Take on additional responsibilities as workload permits and projects develop.
- Like other OS staff, the Team Member will be expected to perform general office duties, such as answering a telephone, responding to emails from citizens and partners, and completing timesheets in a timely fashion.
- Treat citizens and other staff with courtesy and respect.

- The ideal Team Member will be punctual, reliable, independent, self-starting, focused, organized, responsible, motivated, creative, flexible, and able to use time wisely.

Knowledge, Skills and Abilities

- Must love working with complex datasets.
- Able to follow instructions and complete assigned tasks.
- Once thoroughly familiar with the task at hand, able to take the initiative to figure out what needs to be done and do it.
- Able to communicate on a person-to-person basis to build relationships and interact appropriately with city staff, citizens, nonprofit partners, and other constituencies.
- Able to write in a clear, concise style and to edit for syntax, grammar and spelling.
- Able to speak in public and to field questions about the details of a program or project.
- Proficiency in MS Office (Excel, Word, PowerPoint); Applicants with experience in MS Access are preferred.
- Very good math skills.
- Proficiency in Internet research and utilization of social media.
- Valid Driver's License with good driving record.

Academic and Other Qualifications

- Preference will be given to graduates who have obtained a 4-year degree from an accredited college or university.
- Applicants with a work history in related fields will be given a closer look.

Service Conditions

- Most work will be indoors in city offices, but local travel will be needed to meet with neighborhood groups and others.
- The selected member may be required to perform additional position duties by the supervisor.
- The selected member is expected to show up for work on time each day in attire appropriate for an office setting.
- Business attire may be required on special occasions.
- The primary challenge of this position has to do with the mental challenge of a busy schedule, deadlines, being organized, creating or maintaining important city programs, and working with other individuals.

Physical Demands

- Push/pull 25lbs. Manual labor is not a primary function of this position; however, the selected member may be asked to take OS materials to a meeting.