



UCAIR AmeriCorps Program Coordinator

ORGANIZATION OVERVIEW

Established in 2012, the Utah Clean Air Partnership, widely known as UCAIR, is a statewide non-partisan, non-governmental 501(c)(3) nonprofit organization dedicated to improving air quality in Utah. Our mission is to make it easier for individuals, businesses, and communities to make small changes to collectively improve the air we all breathe. We work to accomplish this mission through three main pillars:

1. Education: UCAIR works to provide accessible information and knowledge about Utah's air quality challenges along with simple, everyday solutions that empower individuals and communities to make changes that reduce emissions.
2. Partnerships: UCAIR partners with a diverse portfolio of organizations, businesses, and community groups to promote collaboration and facilitate conversations between stakeholders interested in working toward cleaner air.
3. Grantmaking: UCAIR awards a small number of grants each year to fund innovative projects in different sectors that aim to measurably reduce emissions throughout the state.

POSITION OVERVIEW

Join the UCAIR team as a Program Coordinator and further our statewide mission for clean air. This position is a full-time (1,700 hours) AmeriCorps Individual Placement through the Utah Conservation Corps (UCC). This role will support the community engagement, education, and outreach components of UCAIR's diverse portfolio of air quality programs. The Program Coordinator will be instrumental in coordinating program activities, such as facilitating meetings and communicating with key partners and stakeholders. The coordinator will also collaborate with UCAIR staff to track program data, manage interns and volunteers, and identify new partnerships and ways to mobilize community voices. This role offers a meaningful opportunity to further the reach and effectiveness of UCAIR's air quality education and programming. **The coordinator will serve 35-40 hours per week and be supervised by the Program Manager.**

PRIMARY DUTIES (DIRECT SERVICES)

- Develop a data tracking plan and collect and report impact data timely and accurately (ex-track volunteers and hours, engagement).
- Engage community through education and outreach activities related to air quality and related issues (i.e. environmental justice).
- Coordinate meetings with project partners and community members to provide project

- updates, facilitate discussions, and collect feedback.
- Provide program support to UCAIR staff including tracking and outcomes, recording and organizing data, and communicating with stakeholders.
- Support UCAIR staff in the planning and execution of events, including communicating with vendors and recruiting and managing volunteers.
- Assist with the creation, editing, and updating of content published on UCAIR website/blog and through other channels (e.g. social media, print media, email).
- Work alongside UCAIR staff to identify new funding opportunities and prepare relevant proposals and reports.

TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)

- Data collection and reporting training.
- Training on air quality data and best practices.
- Grant development training: identifying, writing proposals, using logic models, managing awards.
- Training on creating and tracking program budgets.
- Training in project management techniques and tools.
- Training on how to use and effectively implement a variety of software programs such as Google Workspace, Mailchimp, WordPress, Canva, and Adobe.
- Opportunity to pursue other training and professional development (i.e. conferences, workshops) according to your specific interests and goals.

POSITION REQUIREMENTS

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- Be at least 18 years of age.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit members to a maximum of four AmeriCorps terms in a program such as UCC. AmeriCorps also limits the number of education awards an individual may earn. This rule states that "although an individual can serve more than two terms, a person cannot earn more than the aggregate value of two, full-time education awards."
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Must submit to and pass a background check. Must be clear of any record on the National Sex Offender Public Registry. Must have a criminal record clear of any conviction(s) for murder.
- Full day schedules include a 30-minute lunch break that does NOT count toward term of service hours.

Position Specific Requirements:

- A positive and professional manner with diverse populations.
- Interested in air quality.
- Excellent communication skills and attention to detail.
- Brings confidence to community outreach.
- Enjoys speaking with and presenting to an audience.

- Strong time management skills and ability to complete time-sensitive tasks.
- Strong work ethic and able to work independently and as part of a team.
- Embraces a flexible, hybrid schedule that often changes from week to week.
- Comfortable using Google Workspace (Gmail, Drive, Calendar, Meet, Docs, Sheets, and Slides) and Microsoft Office programs (Word, Excel, PowerPoint).
- Available and willing to attend occasional community events in the evenings and/or on weekends.
- Has a valid driver's license and reliable means of transportation.
- Physical ability to lift 25 lbs and carry materials for tabling events.
- Familiarity with Canva, Mailchimp, WordPress, and/or other customer relationship management (CRM) systems is a plus.
- Spanish language skills preferred.

COMPENSATION

- **\$20,000.00 living allowance** (taxable income; paid in even bimonthly (TWICE per month) disbursements throughout the term of service).
- **\$6,895.00 education award** (available to members upon successful completion of service term hours AND dates).
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).
- 1700-hour members are eligible for healthcare reimbursement for qualifying plans.
- Childcare (for qualified members).
- Worker's compensation coverage.

HOW TO APPLY

Research shows that candidates from underrepresented populations often don't apply for positions if they don't meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Email the following to mallory@ucair.org with "Program Coordinator Application" in the subject line:

1. Cover letter
2. Resume
3. List of 3 professional references (phone and email)

UCAIR is an equal opportunity employer committed to promoting diversity and inclusivity in the workplace. Applicants from all backgrounds are encouraged to apply.

Preference will be given to complete applications received by **February 18, 2024**.

Diversity Statement

Utah Conservation Corps is an equal opportunity program. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran, or disabled status. UCC is committed to providing reasonable accommodations for application and service with our programs.

About the Utah Conservation Corps

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We're a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the environment, and regions requiring disaster response efforts.

Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

UCC's Zero Tolerance Policies

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- Engage in activities that pose a significant safety risk to others or physically or emotionally damage members of the program or community, such as harassment, hostile work environment, or bullying;
- Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, campsite, or in UCC vehicles (which includes showing up to work hungover); and
- Fail to notify the UCC of a criminal arrest or conviction during their term of service.

Land Acknowledgement Statement

As part of Utah State University, a land grant institution, UCC acknowledges Utah State University campuses and centers reside and operate on the territories of the eight tribes of Utah, who have been living, working, and residing on this land from time immemorial. These tribes are the Confederated Tribes of the Goshute Indians, Navajo Nation, Ute Indian Tribe, Northwestern Band of Shoshone, Paiute Indian Tribe of Utah, San Juan Southern Paiute, Skull Valley Band of Goshute, and White Mesa Band of the Ute Mountain Ute. Along with USU, we acknowledge these lands carry the stories of these Nations and their struggles for survival and identity. We recognize Elders past and present as people who have cared for, and continue to care for, the land. In offering this land acknowledgment, we affirm Indigenous self-governance history, experiences, and resiliency of the Native people who are still here today.

