



NOWCorps – Outreach and Education Specialist

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at claire@tinkerscreek.org or 330-963-6863 x5104. Applications preferred by April 15, 2023, but position is open until filled.

Together with our partners, Tinker’s Creek Watershed Partners recognizes the importance of maintaining water quality throughout Northern Ohio. We also believe in educating the public and regional leaders to support behavioral changes that positively affect our water resources. The Northern Ohio Watershed Corps (NOWCorps) works with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits to facilitate outreach, education, capacity building, environmental stewardship, and stormwater management.

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at AmeriCorps.gov.

Skills and Qualifications: Must have a high school diploma or GED. Must have a valid driver's license, be insured, and have own transportation; eligible mileage will be reimbursed for service-related travel. Must successfully pass a comprehensive background and criminal investigation check. Must possess or plan to pursue a college degree or equivalent in education, biology, environmental science, forestry, natural resources, planning, marketing, journalism, or a similar field. Previous experience with data management / spreadsheet programs, other Microsoft programs, Communications/Journalism, and some knowledge of graphic design is preferred. Must be self-motivated and able to work independently and as part of a team. Experience working with volunteers may be helpful. Must possess good organizational and communication skills and be capable of working with little supervision. Usual hours of service will be M-F during regular office hours of 8:30am-4:30pm. The ability to serve flexible hours, including some evenings and weekends, is needed. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities. Must be willing to work outdoors, sometimes in inclement weather, and traverse rough or steep terrain if needed. The NOWCorps member will receive programmatic training in addition to site specific training. Programmatic training is provided monthly and covers a variety of topics. Training content may include, but is not limited to first aid, CPR, volunteer engagement, native species planting techniques, stormwater permit requirements, minimum control measures, facilitating public involvement, public education, and Good Housekeeping.

Location: *Tinker’s Creek Watershed Partners Office. 10075 Ravenna Rd. Twinsburg, OH 44087*

Reports to: TCWP Education Specialist

Duties and Responsibilities of the AmeriCorps member:*General Member Responsibilities*

- Promote the Northern Ohio Watershed Corps through education and outreach activities
- Enhance skills and knowledge applicable to position through participation in related workshops, conferences, and training
- Assist with fundraising designed to raise funds for activities such as member retreats and other program related projects (these efforts will not contribute to general operating costs for the organization or Host Sites)
- Attend all NOWCorps required meetings and trainings
- Complete activity reports monthly, required timesheets weekly, and any other reporting in a timely manner in the OnCorps online system
- All other duties as assigned within the limitations of this member description

TCWP Specific Member Responsibilities

- Assist with planning and implementation of educational community storywalk(s), including participating in training and outreach projects.
- Organize and maintain equipment and materials needed for programs and activities.
- Oversee interns and volunteers in outdoor education and off-site field activities.
- Serve as a liaison with partner environmental organizations, local government, and community leaders to connect experiences with practical application of environmental principles.
- Assist staff in communicating with the public about the program and development of public engagement programs– including organizing tables and displays for community outreach at public events
- Assist communities with planning their public involvement projects (clean ups, citizen storm water committee, tree plantings, etc.)
- Expand outreach to the younger generations, assist the District with promoting programs using social media platform, and create videos for district programs
- Assist the Watershed and Education Coordinator with programs, workshops, and other related projects
- Assist Watershed and Education Coordinator with outreach, workshops, community surveys, & stream evaluations
- Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

Additional information: Tinker’s Creek Watershed Partners, and the Northern Ohio Watershed Corps will adhere to all regulations concerning nondiscrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation, sexual orientation, gender, gender identity and expression, marital or parental status, genetic information, military service, and religion.

Physical Requirements and Work Environment

The physical requirements and work environment described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



This position requires the following:

- Manual dexterity sufficient to operate telephones, computers, and other office equipment
- Physical ability to kneel, bend, and perform light lifting
- Ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone
- Specific vision abilities required include close vision, depth perception, and the ability to adjust focus

Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Though work is often performed in an office setting, this person must have the ability to travel as required to work with Host Site staff/board, volunteers, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities, and project meetings.

Benefits: Member position begins May 1, 2023 and ends September 30, 2023. The member will be provided with an orientation during their first week and relevant training monthly. This position is a **minimum-time member** position and requires a minimum of 300 hours of service over the service period. The member will receive a stipend of no more than \$3,300.00, and the stipend will be paid biweekly. If the term of service is completed successfully, the member may be eligible for a **Segal AmeriCorps Education Award** of \$1,374.60.

The below signed recognize this as the Member Position Description and that the Member is to perform the duties detailed above during their Member Service Year. The below signed recognize that activities outside of the scope of this description require prior written approval by all the below signed prior to execution of those activities.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature