



## NOWCorps Education & Outreach Specialist

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at [claire@tinkerscreek.org](mailto:claire@tinkerscreek.org) or 330-963-6863 x5104. Applications preferred by August 1, 2024, but position is open until filled.

### **About Us:**

Northern Ohio Watershed Corps (NOWCorps) is a State and National AmeriCorps program, funded by AmeriCorps and ServeOhio, Ohio's Commission on Service and Volunteerism. *This is a paid service year position.* The NOWCorps program is sponsored by Tinker's Creek Watershed Partners (TCWP), a non-profit, 501(c)(3) watershed organization, whose mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. NOWCorps partners with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits who serve as host sites for our members. Through the host site, members facilitate outreach, education, capacity building, environmental stewardship, and stormwater management. NOWCorps position descriptions vary depending on the host site and service year focus and prospective members may apply to multiple NOWCorps positions at the same time.

Together with our partners, **The Cuyahoga County Board of Health (CCBH)** 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.

### **Host Site Information:**

CCBH has a dedicated staff of 180 professionals, delivering over 40 programs and services across Cuyahoga County. CCBH does this work through four service areas, of which one is Environmental Public Health (EPH). EPH is focused on our natural and manmade surroundings, looking at how it affects our health and also the ways in which we impact the environment. CCBH's staff collaborates closely with local, county, regional, state, and national officials to address the needs and concerns of residents and community partners; thus, preventing environmental health hazards to protect and promote public health.

EPH has a Watershed Program Manager, who is an ecologist and who is CCBH's lead for all things related to ecology and climate action. One of his accomplishments include co-authoring CCBH's report titled "Climate Change Impacts on Human Health and Ecosystem Health in Cuyahoga County--Mitigation and Adaptation Strategies (2021)". Of the many recommended strategies, one is to promote the planting of urban trees. CCBH aims to do this promotion and education in eastern Cuyahoga County communities that are vulnerable to stormwater risks.

Location: Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130.

Reports to: Robert F. Brand, Ph.D., Watershed Program Manager.

Member position begins October 8, 2024 and ends September 30, 2025. Mandatory orientation is scheduled October 8-11, 18, 2024, which will occur in person in Twinsburg, Ohio. This position is a **Full-time member/Half-time member** position and requires a minimum of 1700 hours/900 hours of service over the service period. The member will receive a stipend of no more than \$22,000/\$11,000, and the stipend will be paid bimonthly.

Usual hours of service will be Monday - Friday during the hours of 8:30 am – 4:30 pm. The ability to serve flexible hours, including weekend days and some evenings, is needed. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities.

**Benefits:**

- Paid Orientation and training included
- Programmatic and site-specific training. Content may include but is not limited to: First Aid, CPR, native species identification, hand and power tool training, volunteer engagement, and more
- Federal Loan Deferment
- Full-time members eligible for health insurance
- Full-time members may qualify for childcare assistance
- May be eligible for education award of \$7,395.00
- Additional training reimbursement stipend of \$125/quarter (\$500 total)
- Eligible mileage reimbursement
- Ample opportunity for professional development and networking
- Free attendance to the Ohio Stormwater Conference

*The member will not be an employee of Cuyahoga County Board of Health and is not entitled to any of the benefits or compensation Cuyahoga County Board of Health provides to its employees.*

**AmeriCorps Requirements:**

- Must have a GED or high school diploma
- Must be 18 or older by October 8, 2024
- Must successfully pass a comprehensive background and criminal investigation check
- Must be a US citizen, national, or lawful permanent resident.

**Preferred Qualifications:**

- Possess a valid driver's license, be insured, and have own transportation
- Have an interest or plan to pursue a career in environmental or public health, water quality, stormwater management, wetland restoration, vegetation ecology, climate impacts, human and ecosystem health, urban forestry, environmental policy, environmental science, or related field

- Be self-motivated and able to work independently and on a team
- Strong communication, organizational, and interpersonal skills
- Demonstrate maturity and cultural competency
- Desire to serve the local community

**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
- Plan, facilitate, and participate in group service projects for National Days of Service
- Attend all NOWCorps required meetings and trainings
- Complete activity & data reports monthly, required timesheets weekly, and any other reporting in a timely manner.
- All other duties as assigned within the limitations of this member description

***Host Site Responsibilities***

Engage residents within Cuyahoga County communities (particularly those that have imbalances in equity and social justice) using social media, workshops, meetings, presentations and watershed cleanup projects in local rivers. Tasks also include documenting and reporting on these activities, and compiling, creating and posting social media content. Engagement activities entail assistance with projects related to pollution and reduction of plastic usage, as well as the healthy urban forestry project.

Responsibilities include:

- Develop and implement a marketing and communications strategy
- Plan, organize, film & edit social media content.
- Seek and deploy cutting-edge social media capabilities
- Develop strategy for social/digital media buys (banners, video ads, etc.)
- Compile material for workshops, presentations, brochures and other printed material
- Find venues for presentations, workshops and public engagement
- Execute workshops, presentations and other public relationship events
- Establish with CCBH media staff, a website and curate the website
- Apply the latest science to effectively implement watershed health initiatives
- Become a community engagement resource
- Extend and facilitate private and public collaborations
- Write regular brief reports
- Assist in the upkeep of CCBH website and related digital properties
- Assist with urban forestry, plastics pollution and usage projects as needed
- Assist with creating and compiling data in a data base e.g., Excel

Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

***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
- capacity to position self to bend, kneel, and lightly lift
- Fluency in communicating in the English language, can convey information and listen
- capacity to utilize close vision, depth perception, and adjust focus

**Additional information:** Cuyahoga County Board of Health is accessible to individuals with disabilities. **Cuyahoga County Board of Health**, 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.

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

1. **Based on your proposed position description, identify which performance measures your member's position will focus on based on a percentage of their service year.** *(Note that members are not expected to focus 100% of their service time on the performance measures.) Refer to the performance measures listed in the "Member Position Description" callout box above and the attached data policy for more details.*

Environmental Awareness and Stewardship: 25 % (of total member service year)

At-Risk Ecosystems: 25 % (of total member service year)

Volunteer Engagement: 25 % (of total member service year)

2. **Will the proposed activities violate the non-duplication or non-displacement requirements?** *(Would this member's activities impact the future employment capacity within your organization?) See Appendix B of this document for exact non-duplication and non-displacement requirements.* Yes  No

**2b. If yes, the position description MUST be revised. Please explain how you will revise the proposed member activities to avoid duplication and/or displacement.** *Please limit your response to 100 words.*

3. Please carefully read the prohibited activities listed in Appendix A of this document. **Is there any situation in which a member performing the proposed activities in your position description may be at risk for engaging in any of the prohibited activities?** Yes  No

**3b. If yes, please explain how you will revise the member activities to avoid this.** *Please limit your response to 100 words.*