



NOWCorps Education and Outreach Specialist

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at 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 Cleveland Seed Bank/Hummingbird Project 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:

The Cleveland Seed Bank works to inspire, educate, and grow a community network of seed savers. The Hummingbird Project runs the Cleveland Seed Bank, the largest organization dedicated to seed saving in Ohio. We host 30 Seed Libraries in 7 public library systems which span 4 counties in Northeast Ohio. We also host an Annual Winter Seed Swap which attracts over 500 people annually. We also host a monthly Climate Change Speaker Series which is designed to educate and empower people in our region with simple techniques to improve their lives and the planet.

Basic Position Information:

Location: Cleveland Seed Bank, 3257 W. 41st St., Cleveland, OH 44109
Reports to: Danielle Jacobs, Education Coordinator

Service Position Summary: The NOWCorps Education and Outreach Specialist will assist in organizing logistics for all programs. They will represent the organization at community events to increase awareness and access to our programs. The AmeriCorps member will be responsible for organizing and facilitating all aspects of our Climate Change Speaker Series. This program uses the climate crisis as a focal point to educate about basic skills to make our community

more financially secure, food secure, resilient and have the skills necessary to be equipped to thrive in this changing climate. They will also play an important role in the Seed Library program where we provide high quality seeds free of charge to community members and education about seeds and seed saving through our partnership with 29 different public library branches.

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 **Half-time member** position and requires a minimum of 900 hours of service over the service period. The member will receive a stipend of no more than \$11,000, and the stipend will be paid bimonthly.

The member will serve a minimum of 20 hours per week. 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
- May be eligible for education award of \$3,697.50
- 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 The Cleveland Seed Bank and is not entitled to any of the benefits or compensation The Cleveland Seed Bank 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 National Service Criminal History Check (NSCHC)
- 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 education, biology, ecology, environmental science, natural resources, economic development, planning, community engagement, or similar.

- 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
- Be thoroughly committed to the Cleveland Seed Bank's mission
- Enjoy working with adults and children
- Have a positive attitude and passion for the environment

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

- Support the efforts of The Cleveland Seed Bank by assisting with education programs which may be held at Cleveland Roots classroom, participating See dLibrary locations, local community gardens, partner Northeast Ohio K-12 schools, and other off-side locations.
- Participate in meetings, member development trainings, and other activities scheduled on the program calendar.
- Work with staff to facilitate programs and assist with the preparation and implementation of special events such as the Annual Winter Seed Swap and Climate Change Speaker Series.
- Communicates seed saving, growing, starting, and environmental stewardship related information to the public in person and through telephone, internet, park publications, social media, etc.
- Assists in maintaining a safe, clean work environment for oneself, coworkers, and the public.
- Plans and participates in seed related activities and events including starting plants, watering, making seed balls, harvesting and seed cleaning.
- Maintain and follow internal Standard Operating Procedures.
- Strengthen program development and delivery.

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: The Cleveland Seed Bank is accessible to individuals with disabilities. The Cleveland Seed Bank, 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