

The City of Tacoma and the Northwest Leadership Foundation are looking for an AmeriCorps member to serve as Healthy Homes, Healthy Neighborhoods Coordinator from September 2014 through July 2015.

#### ORGANIZATIONAL OVERVIEW

The City of Tacoma Office of Environmental Policy and Sustainability works to connect Tacoma residents with information and resources to make their daily lives more sustainable, whether its connecting them with a nearby community garden, hosting environmental study groups, or incentivizing walking or bicycling for transportation. The office is also responsible for making sure that the City of Tacoma, as an organization, is as sustainable and resource-efficient as it can be.

The Northwest Leadership Foundation (NLF) is a faith-based intermediary that moves individuals and organizations from good intentions to effective outcomes through its unique insight, relationships, access and know-how. NLF exists to encourage, strengthen, and develop leadership for the spiritual and social renewal of the city. Urban Leaders in Training is a 10-12 month full-time volunteer service and leadership development experience. Participants serve with a local Tacoma church, not-for-profit, or community-based organization to serve high needs and historically underserved populations, participate in intensive leadership training and development, and seek the ongoing transformation of the City.

The goal of the Healthy Homes, Healthy Neighborhoods program is to engage citizens in a range of sustainability topics (including recycling, air quality, energy conservation, stormwater prevention, and urban forestry) and to provide them with information and resources about the existing, but sometimes fragmented, sustainability programs offered by the various partner organizations. The Healthy Homes, Healthy Neighborhoods Team is staffed by employees from: City of Tacoma Office of Sustainability, Environmental Services Division, Health Department, Metro Parks, Pierce County Conservation District, Tacoma Power and Tacoma Water.

#### ROLE OVERVIEW

The Healthy Homes, Healthy Neighborhoods Coordinator will work with the Healthy Homes, Healthy Neighborhood Management Team to develop educational materials, conduct outreach, follow up with residents, and coordinate with partner organizations and community groups. 40 hours per week, with some regular weekends and evenings.

#### ESSENTIAL JOB FUNCTIONS

- Coordinate with partner organizations
- Develop appropriate educational materials
- Recruit and coordinate volunteers

- Conduct personal outreach through a variety of strategies, including door-to-door conversations
- Keep detailed accounts of each interaction and follow up with the appropriate service or program provider
- Engage with existing community groups, including churches and schools, and collaborate on joint projects
- Develop at least 5 community outreach events and workshops

## QUALIFICATIONS & EXPERIENCE

### REQUIRED:

- Must have high school diploma or GED
- Ability to multitask and manage multiple priorities
- Excellent organization, including event and meeting planning and facilitation, data tracking, and report writing
- Self-starter, ability to work well independently
- Excellent verbal and written communication skills
- Comfortable talking with strangers and groups
- Ability to understand and communicate a variety of sustainability topics
- Knowledge of and passion for environmental issues
- Strong attention to detail and excellent word, excel, access and powerpoint skills
- Availability for evenings and weekends
- Vehicle and valid driver's license (mileage will be reimbursed)

### PREFERRED:

- Knowledge of Tacoma area and community
- Experience in community outreach
- Marketing and sales skills

- Proficiency in Spanish

#### COMPENSATION:

- Monthly stipend of \$1,155
- Education award of \$5,645 upon completion of service
- Subsidized childcare
- Health coverage
- Training

#### HOW TO APPLY

1. Send resume and cover letter to Kristin Lynett at [kristin.lynett@cityoftacoma.org](mailto:kristin.lynett@cityoftacoma.org)
2. Apply via the AmeriCorps website at <https://my.americorps.gov/mp/listing/viewListing.do?id=47169&fromSearch=true>