

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Community Foundation of Elkhart County on the Connect in Elkhart County initiative.

**Member Position/Title:** Active Transportation Member

**Member Immediate Supervisor:** Brittany Short, Project Director, Connect in Elkhart County

**Starting Date:** Flexible, approximately May to August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Community Foundation of Elkhart County

**Address:** 240 East Jackson Blvd, Suite 104, Elkhart, IN 46516

## Organization Mission and/or Goals:

The Community Foundation of Elkhart County has a mission to improve the quality of life in Elkhart County by inspiring generosity. The Community Foundation is committed to integrity, inclusion, excellence, and collaboration. The Community Foundation desires to be a trusted partner with community members, civic leaders, and not-for-profit organizations to provide high-impact programs and services benefitting the broadest possible constituency.

Connect in Elkhart County is a project spearheaded by the Community Foundation that aims to build a movement and coalition around a robust system of bike trails that unlocks development and growth. The project aims to build infrastructure that works for recreation, transportation, and economic development to better connect communities within the county and connect the county to its surroundings.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist Community Foundation staff in implementing the short-term strategies in the Connect in Elkhart County project work plan
- Support staff in conducting robust community education and outreach
- Organize volunteer-powered trail maintenance events
- Support summer biking events in various capacities
- Coordinate on on-going planning or study efforts with relevant partners
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- High school degree or equivalent / GED
- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to exert physical effort in moderate activities involving routine stooping, kneeling, crouching, and reaching
- Ability to lift and carry objects weighing up to 50 pounds

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual or conversational in Spanish preferred
- Ability to perform effectively and independently
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- Generally Monday through Friday, flexible depending on whether the member is serving full-time or part-time
- Dependent on season and scheduled public outreach activities, including some weekends or evenings

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with enFocus Inc.

**Member Position/Title:** AmeriCorps Member - Clean Energy & Workforce Development

**Member Immediate Supervisor:** Allison D'Ambrosia

**Starting Date:** Approximately mid May to end of August

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Summer members receive a prorated amount. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – enFocus Inc.

**Address:** 635 S Lafayette Blvd, South Bend, IN 46601

## Organization Mission and/or Goals:

enFocus is a 501(c)(3) community-organization founded in 2012, with a mission of empowering talent to build stronger communities through a Fellowship model that places young professionals on impact projects within the region. Our Sustainability pillar includes various programs. The Clean Energy and Workforce Development projects are paramount to helping South Bend be carbon neutral by 2050.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Collect best practices for government (RFP), homeowner, and rental contracting services for building electrification
- Research recommended appliances, systems, and equipment upgrades as per ENERGY STAR and other comparable efficiency standards
- Conduct informational interviews with local weatherization, energy assessment, and electric equipment contractors, ENERGY STAR appliance stores, realtors, and homeowners
- Create “ecosystem map” or database of electrification contractors and product providers
- Create informational guides for homeowners on vendor-neutral recommendations for steps to an energy efficient home
- Research opportunities for funding: energy auditor training, heat pump and heat pump water heat installation, etc.
- Serve to build capacity in our region through AmeriCorps at enFocus as a driving force of environmental stewardship and economic resiliency
- Participate in enFocus and AmeriCorps trainings, team-building events, and reflection activities

## Minimum Training and Experience:

- High school degree or equivalent

**Minimum Physical and Mental Abilities:**

- The Americorps member will be required to do an average amount of walking.
- Valid driver's license and mode of transportation is required.
- Ability to make phone calls; clear oral communication skills.

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective verbal, writing, and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc. and basic data analysis skills
- Ability to operate successfully alone and within group

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- 9:00am-5:00pm with the potential for weekend and evening community events

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with enFocus Inc.

**Member Position/Title:** AmeriCorps Member – Upskill SB Operations Coordinator

**Member Immediate Supervisor:** Gillian Shaw

**Starting Date:** Approximately mid May to end of August

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Summer members receive a prorated amount. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – enFocus Inc.

**Address:** 635 S Lafayette Blvd, South Bend, IN 46601

## Organization Mission and/or Goals:

enFocus is a 501(c)(3) community-organization founded in 2012, with a mission of empowering talent to build stronger communities through a Fellowship model that places young professionals on impact projects within the region.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Engage with potential UpSkill participants and support them in connecting their interests to available certifications that expand employment options
- Manage participant intake and day-to-day operations of UpSkill SB
- Solicit feedback from partners and participants to ensure the program is aligned with participant interest, employer needs, and city priorities
- Generate reports on demographics and participant progress to improve the future of the UpskillSB program
- Host cohort study sessions / group learning opportunities to facilitate an inclusive learning environment
- Research new certifications and courses to expand program capacity and depth of UpskillSB and UpskillSB Climate Action
- Participate in regional and community stakeholder meetings regarding the design and steering of UpskillSB Climate Action
- Research potential industry partnership opportunities for graduate placement into the workforce
- Assist in participant troubleshooting, i.e. tech problems, sign-up problems
- Attend community events regarding workforce development, sustainability, and the environment
- Serve to build capacity in our region through AmeriCorps at enFocus as a driving force of environmental stewardship and economic resiliency
- Participate in enFocus and AmeriCorps trainings, team-building events, and reflection

activities

**Minimum Training and Experience:**

- High school degree or equivalent

**Minimum Physical and Mental Abilities:**

- Ability to commute to the enFocus office and the Technology Resource Center (TRC)

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective verbal, writing, and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc. and basic data analysis skills
- Ability to operate successfully alone and within group

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- 9:00am-5:00pm with the potential for weekend and evening community events

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with enFocus Inc.

**Member Position/Title:** AmeriCorps Member - Citywide Classroom Data Coordinator

**Member Immediate Supervisor:** Megan Dale

**Starting Date:** Approximately May to August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Summer members receive a prorated amount. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

**Service Site** – enFocus Inc.

**Address:** 635 S Lafayette Blvd, South Bend, IN 46601

## Organization Mission and/or Goals:

enFocus is a 501(c)(3) community-organization founded in 2012, with a mission of empowering talent to build stronger communities through a Fellowship model that places young professionals on impact projects within the region.

**Citywide Classroom** is a flagship program managed and staffed by enFocus designed to bridge the digital divide by providing internet connections for students in need. Through collaborative partnerships with School City of Mishawaka and South Bend Community School Corporation, Citywide Classroom works to identify eligible students, facilitate the application process, establish/provide a connection, distribute devices and/or direct to federal or other connectivity resources, and provide ongoing customer service support.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Support enFocus staff in educating families on internet access options through direct interfacing and at in-person programs/events
- Perform qualitative research on Citywide Classroom's impact on students and their families
  - Develop a survey to gather qualitative data from SBCSC and Mishawaka families using Citywide Classroom benefits
  - Conduct interviews with SBCSC and Mishawaka families using Citywide Classroom
  - Gather information and develop data tracking on families currently using the ACP (Affordable Connectivity Program)
  - Gather feedback from families and form recommendations for the CC team to improve our services
- Redesign data tracking system to improve analysis, impact reporting and data driven decision making
  - Assess Citywide Classroom's current data gathering processes (hotspot processing,

- Monday, Zapier, and Google Sheets)
- Clean existing dataset to ensure it is up to date
- Identify and develop process automations using existing software (Zapier, Monday)
- Re-design data visualizations to accurately portray Citywide Classroom's impact (Google Data Studio or Tableau preferred)
- Participate in enFocus and AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- High school diploma or equivalent

**Minimum Physical and Mental Abilities:**

- The AmeriCorps member will be required to do an average amount of walking
- A valid driver's license and/or a reliable mode of transportation is required to participate at in-person programs/events
- Ability to make phone calls; clear oral communication skills

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective verbal, writing, and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- 9:00am - 5:00pm



## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the City of South Bend Department of Public Works.

**Member Position/Title:** Yard Waste Resiliency Coordinator

**Member Immediate Supervisor:** Cara Grabowski

**Position Start Date:** Spring 2023

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – City of South Bend Department of Public Works

**Address:** County-City Building, 227 W Jefferson Blvd., South Bend, IN 46601

## Organization Mission and/or Goals:

The Department of Public Works builds the foundation for a thriving city by providing essential services that enhance the community's quality of life. Public Works erects and maintains street and traffic signs, cleans and repairs streets, maintains sewers and water mains, and administers City refuse collection. It also oversees the design and construction of public buildings, streets, sewers, and other improvements.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Respond to research requests, develop workflows, and build upon the existing Yard Waste Education pilot program
- Identify, recruit, and build opportunities for the program, build relationships, and connect community members to additional resources and community opportunities related to waste reduction
- Track and analyze data in order to provide greater transparency, efficacy, and access to community members
- Engage with strategic initiatives to better understand meaningful metrics and how to communicate milestones in environmental stewardship
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 25 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills.
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces.

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday (6 am – 2 pm)
- Anticipate one evening and one Saturday a month

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Cultivate Food Rescue.

**Member Position/Title:** Cultivate Member

**Member Immediate Supervisor:** Jim Conklin, Executive Director

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday, 8am-5pm, some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Cultivate Food Rescue

**Address:** 1403 Prairie Ave, South Bend, IN 46613

## Organization Mission and/or Goals:

Cultivate's motto is "No Neighbor Hungry, No Food Wasted". Through strategic partnerships, Cultivate Food Rescue will be a leader in perishable food rescue, procurement, redistribution, and education in order to meet the nutritional needs of communities.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Members would have the opportunity to serve in one or several distinct roles:
  - Develop and implement a process to prospect and cultivate new food donors for the Organization
  - Serve as a Sous Chef for the Organization
  - Serve as operational support for food rescue operations (evening & weekend requirements would be larger)
  - Help with accounting activities for the Organization
- **The Food Donor Development member** would identify all potential food donors in South Bend and surrounding areas and create and implement a process to prioritize and cultivate food donors for the Organization. Cultivate is preparing for a significant addition to our cold storage capacity. This role will target future food donors for this addition
- **The Culinary Coordinator Member** would build our capacity to produce additional frozen meals for our community and to rebirth and grow our culinary training program. This position would be responsible for a significant portion of our food production and would help coordinate our kitchen volunteers in our food prep activities
- **The Food Rescue Operational Support Member** would help increase capacity to rescue more food and serve more of our food insecure community members. This role would require additional evening and weekend hours. The member would support us in all of our logistical needs including shipping & receiving, food rescue and deliveries to our community partners
- More detailed responsibilities will be developed based on a member's interest in one or several of the above needs
- Help identify, recruit, and build opportunities for the program, build relationships, and

- connect community members to additional resources and community opportunities
- Support the organization in hosting public events
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- One year of college credit; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines.
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday (8 am – 4 pm)
- Anticipate one evening and one Saturday a month

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Shirley Heinze Land Trust.

**Member Position/Title:** Agriculture and Water Program Assistant

**Member Immediate Supervisor:** Alicia Pellegrino, Project Manager

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Shirley Heinze Land Trust

**Address:** 109 W 700 North, Valparaiso, IN 46385

## Organization Mission and/or Goals:

The mission of Shirley Heinze Land Trust (SHLT) is to preserve and restore the natural lands and waters in northwestern Indiana, and to engage people in nature and conservation. SHLT manages more than 2,800 acres that have been permanently preserved for their natural values. SHLT relies heavily on partnerships – with a diverse group of individuals, nonprofits, government agencies, and business entities – to maximize efforts. SHLT continues expanding capacity to accomplish lofty goals, establish large conservation areas, and realize a vision for creating a culture of conservation at the local community level. In the last 5 years SHLT has thoughtfully worked to establish new programming around water quality, flood water storage, and agricultural land preservation. SHLT continues to expand the relevance and impact of work accomplished in urban communities through equitable collaborative partnerships, inclusive conversations, and relevant community programming.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist staff in development and implementation of strategies around policy, land use, and climate resiliency to advance agricultural land and water quality programs
- Research funding opportunities to support programs and event
- Attend relevant meeting, site visits, and assist staff with events (virtual, in-person events)
- Assist staff in the development of educational materials and blog/social contentHelp identify, recruit, and build opportunities for the program, build relationships, and connect community members to additional resources and community opportunities
- Track and analyze data in order to provide greater transparency, efficacy, and access to community members
- Engage with strategic initiatives to better understand meaningful metrics and how to communicate milestones in environmental stewardship
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community

- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Prior coursework and research experience in environmental science, environmental management, agricultural conservation, or a related field

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 20 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective verbal, writing, and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday
- Anticipate one evening and one Saturday a month



## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with Green Bridge Growers.

**Member Position/Title:** Green Bridge Growers AmeriCorps Member

**Member Immediate Supervisor:** Jan Pilarski, CEO

**Start Date/Hours:** Immediate, full-time or part-time. Days/Hours of service are negotiable.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Green Bridge Growers

**Address:** 61591 Bremen Highway, Mishawaka IN 46544

## Organization Mission and/or Goals:

Green Bridge Growers is a 5-acre sustainable farm that grows produce with a purpose. Our mission is to increase food access and grow fresh and nutritious produce for the community -- while providing training and employment for under-resourced autistic youth and young adults, who confront a 90% joblessness rate. We have two acres under cultivation and two greenhouses (4,400 sq. ft.) that produce year-round. In the past year, we delivered 3,000 pounds of produce to agencies serving people in need and conducted vocational training for 25 South Bend high schoolers with disabilities. In 2023, our farm is developing new farm-to-school partnerships and partnering with the Indiana Department of Health to grow produce specifically for the Food Bank of Northern Indiana.

## Essential Duties and Responsibilities:

*Individual responsibilities will be designed for each Service Member based on their interests and strengths. Every AmeriCorps member will serve to build capacity in the areas of environmental stewardship and/or economic resiliency. The Member will:*

- Perform key tasks related to our commitment to sustainability and producing healthy food for the community – creating healthy soil; seeding and transplanting crops in our field and aquaponics system; harvesting and preparing produce for distribution to the community.
- Support Green Bridge Growers' community education programming by helping to coordinate onsite tours and volunteer service days, special events, and outreach to local agencies and area schools, colleges, and universities.
- Assist with marketing, including social media, blogging, email outreach, and graphic design.
- Participate in farmers' markets during the summer and fall with the goal of increasing food access and community knowledge of nutrition and seasonal recipes.
- Teach visitors how to adopt sustainable practices at home and in their own communities.
- Serve as a liaison with our farm to school program, facilitating STEM and farming lessons; grow food with local preschoolers.
- Research and write about sustainability and health and wellness.

## Minimum Training and Experience:

- High School Diploma or equivalency. Ability to pass background check and have authorization to work in the U.S.

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Elkhart Environmental Center.

**Member Position/Title:** EEC Project Coordinator

**Member Immediate Supervisor:** Jeff Zavatsky

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Elkhart Environmental Center

**Address:** 1717 E Lusher Ave, Elkhart, IN 46516

## Organization Mission and/or Goals:

The Elkhart Environmental Center (EEC) has been open to the public since 1992! This environmental education facility operated by the City of Elkhart offers environmental education programs, events, volunteer opportunities for all citizens as well as a lovely natural area to visit. The EEC has multiple outdoor settings including hiking trails, a variety of ecosystems (wetlands, prairies, and forest areas), the Learning Garden, Reflection Grove, boat launch, and more.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Participate in non-native, invasive plant removal projects, prairie and habitat restoration and improve trails and access points for people with disabilities at the EEC
- Assist with climate action planning including gathering public input and help with other environmental and sustainability programming and initiatives for community members
- Identify, recruit, and build opportunities for the EEC, build relationships, and connect community members to additional resources and community opportunities
- Track and analyze data in order to provide greater transparency, efficacy, and access to community members
- Engage with strategic initiatives to better understand meaningful metrics and how to communicate milestones in environmental stewardship
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

## Minimum Training and Experience:



- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines.
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 20 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday (8 am – 5 pm)
- Anticipate one evening and one Saturday a month

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the City of Goshen.

**Member Position/Title:** Environmental Resilience Project Coordinator

**Member Immediate Supervisor:** Theresa Sailor, Grant Writer and Educator, City of Goshen  
Department of Environmental Resilience

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living stipend of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – City of Goshen, Department of Environmental Resilience

**Address:** 410 W Plymouth Ave, Goshen, IN 46528

## Organization Mission and/or Goals:

The Department of Environmental Resilience is the City of Goshen's hub for environmental programming. Established in 2019, the department promotes and protects the public health, safety and general welfare of the community to enhance the environment, promote economic development, and promote the planting, maintenance and removal of trees. This work includes planning, policy development, and implementation of natural resource and energy management techniques to assist the City and outreach to the City's residents in mitigating and adapting to climate change.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist the City of Goshen Department of Environmental Resilience in bringing the concepts and practice of **Active Transportation** into the mindset of the local community
- Make progress towards goals found in Goshen's Bicycle and Pedestrian Plan including achieving "Silver" status as a Bicycle Friendly Community
- Identify and assist businesses in becoming more bicycle friendly
- Develop an education and awareness campaign to promote bicycling and safety, identify and eliminate barriers to persons bicycling to work
- Build relationships and connect businesses and residents to additional resources and community opportunities related to active transportation
- Track and analyze local active transportation commuting statistics
- Build the capacity of the Department to address other sustainability topics such as waste reduction in city operations and the community by participating in resource management audits of City facilities and community organizations, compiling information, and identifying alternatives and potential savings
- Participate in ecosystem management on public lands and right-of ways including the identification and removal of invasive species identification, identification and

- documentation of ecosystems and living species; and tree canopy management activities
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- One year of college credit; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machinesAbility to exert physical effort in light to moderate work involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish, Russian)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Ability to work effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to work alone, and to work with in groups

**Environmental Adaptability:**

- Ability to work effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday (7 am - 3 pm)
- Anticipate one evening and one Saturday a month

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one member with the South Bend – Elkhart Regional Partnership.

**Member Position/Title:** Database and Research Associate

**Member Immediate Supervisor:** Jill Scicchitano, COO

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; rare evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member’s transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – South Bend – Elkhart Regional Partnership

**Address:** 635 S. Lafayette Blvd., Ste. 123, South Bend, IN 46601

## Organization Mission and/or Goals:

The South Bend - Elkhart Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in northern Indiana and southwest Michigan. The South Bend - Elkhart Regional Partnership focuses on a long-term systemic approach to advance the region’s economy by aligning the efforts of various stakeholders around five key areas: educating a world-class workforce, recruiting and retaining great talent, attracting and growing new economy companies in complement to our remarkably strong manufacturing industries, promoting inclusion and sparking opportunities for minorities and helping entrepreneurs thrive.

The South Bend – Elkhart region is at a critical point in its history, with great attention and energy being focused on creating and sustaining a more resilient region post-pandemic. As efforts continue to expand across the five-counties within the region, the need for clear, accurate, and meaningful data monitoring and communicating is essential. This position will have a significant impact on the way in which the region makes economic decisions by creating systems and digital infrastructure to inform mayors, commissioners, community and business leaders, and higher education institutes.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.* The Member will:

- Develop and update internal database (Salesforce) to reflect standard reporting objectives
- Define, detail, and create standard operating procedures as it relates to data intake process
- Develop reports and dashboards to inform economic development decision-making
- Optimize technology to improve efficiencies, eliminate waste (automating processes)
- Manage the “Regional Indicators Dashboard” project alongside MBA students to build a uniform and transparent platform for regional leaders
- Develop single point of database capabilities the Regional Partnership has available
- Recommend future database opportunities for the South Bend – Elkhart region
- Providing research and data to support projects that cover a wide range of topics,

including: housing, economic resiliency, downtown revitalization, green technology, target sector trends, supply chain analysis, real estate changes, and more

- Assisting with proposal preparation and marketing materials
- Assist with the development and deployment of two biannual surveys – “Regional Belonging Survey” and “Wages and Benefits” for the South Bend – Elkhart region
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- One year of college credit; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Undergraduate degree in Economics, Finance, Statistics, Business, or other related quantitative field preferred

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects up to 50 pounds

**Mathematical Ability:**

- Strong analytical mind is preferred - ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Effective writing, editing, and research skills and ability to use various reference books
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Ability to perform effectively and independently, operate successfully along and in groups
- Responsible, organized, provides attention to detail, and meets deadlines
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday (8 am – 5 pm)
- Anticipate one evening and one Saturday a month

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the the Elkhart and St. Joseph Counties Head Start Consortium.

**Member Position/Title:** Head Start AmeriCorps Coordinator

**Member Immediate Supervisor:** Kim Bachtel

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member’s transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Elkhart and St. Joseph Counties Head Start Consortium

**Address:** 245 N. Lombardy, South Bend, IN 46619

## Organization Mission and/or Goals:

To provide school readiness skills to children in poverty and support families through our comprehensive approach to learning, health, mental health.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist in the classroom and increase high quality child education capacity
- Help with parent engagement activities and case documentation
- Identify, recruit, and build opportunities for the program, build relationships, and connect community members to additional resources and community opportunities
- Track and analyze data in order to provide greater transparency, efficacy, and access to community members
- Engage with strategic initiatives to better understand meaningful metrics
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

## Minimum Training and Experience:

- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities



**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 25 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills.
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces.

**Service Hours:**

Dependant on season and scheduled public outreach activities, typical schedule may be Monday-Friday (8 am - 4 pm)



## AmeriCorps Member

Position Description  
Michiana Area Council of  
Governments

### Summary

The Michiana Area Council of Governments (MACOG) is seeking to fill multiple AmeriCorps member service positions, including one or more members serving at MACOG.

**Member Position/Title:** Broadband Project Coordinator

**Member Immediate Supervisor:** James Turnwald

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

### Service Site – Michiana Area Council of Governments

**Address:** 227 W Jefferson Blvd. Suite 1120, South Bend, IN 46601

### Organization Mission and/or Goals:

The Michiana Area Council of Governments is a voluntary organization of local governments that studies and attempts to resolve, for the benefit of each member and the region, areas of interlocal issues, which includes but is not limited to transportation, transit, economic development, environment, and other issues that impact the region.

High-speed internet access and broadband connections are critical place-based infrastructure that influence well-being. This is especially true following the COVID-19 pandemic, as people have increasingly relied on online services for essential needs such as remote work and education to virtual home health care. The MACOG State of Digital Inclusion Broadband Study shows disparities and inequities in access that exist between counties and groups in the region that may affect regional economic and workforce development.

### Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Verify and validate broadband data across the region
- Identify and address digital skills and device gaps in addition to connectivity to improve digital equity and inclusion
- Communicate findings in the Broadband Study to a wide variety of audiences to bolster action among regional decision makers to improve broadband access region-wide as a key economic, community, and workforce development strategy
- Identify, recruit, and build opportunities for the program, build relationships, and connect community members to additional resources and community opportunities
- Track and analyze data in order to provide greater transparency, efficacy, and access to community members
- Engage with strategic initiatives and partnerships
- Complete projects related to social media and community outreach



- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- One year of college credit; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 25 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

Dependant on season and scheduled public outreach activities, typical schedule may be M-F (9am-5pm); Some weekend and evening events



## AmeriCorps Member

Position Description  
Tolson Center for Community  
Excellence

### Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Tolson Center for Community Excellence.

**Member Position/Title:** Project Coordinator

**Member Immediate Supervisor:** Breanna Allen, Executive Director

**Position Start Date:** October 2022

**Position End Date:** August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

### Service Site – Tolson Center for Community Excellence

**Address:** 240 E Jackson Blvd Suite 104, Elkhart, IN 46516

### Organization Mission and/or Goals:

Through strategic partnerships, Tolson Center for Community Excellence empowers lives through inclusive learning, recreation and cultural exchange, opening doors to bright futures. The Tolson Center for Community Excellence will be a centerpiece for an enlivened South Central Elkhart, a premier destination for neighbors near and far, and a pathway to equity and opportunity for all.

### Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist with small program development in various community outreach areas such as financial literacy and music with youth, adults, and seniors.
- Complete research projects for the new capital project
- Assist with projects related to social media and community outreach
- Identify, recruit, and build opportunities for the program, build relationships, and connect community members to additional resources and community opportunities
- Track and analyze data in order to provide greater transparency, efficiency, and access to community members
- Engage with strategic initiatives and partnerships
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- One year of college credit; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 20 pounds

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment, outdoors exposed to extreme weather conditions, and in diverse private living spaces

**Service Hours:**

Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday (9am-5pm); Some weekend events

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the St. Joseph River Basin Commission.

**Member Position/Title:** SJRBC AmeriCorps Program Assistant

**Member Immediate Supervisor:** Dr. Kate Barrett, River Basin Program Coordinator

**Starting Date:** Flexible, approximately May to August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – St. Joseph River Basin Commission

**Address:** 227 W. Jefferson Blvd, Suite 1120 , South Bend, IN 46601

## Organization Mission and/or Goals:

The St. Joseph River Basin Commission (SJRBC) was established by the Indiana General Assembly in 1988 to improve water quality, encourage conservation and increase coordinated management of the water and related land resources within the St. Joseph River Basin. The governance and funding comes entirely from the Indiana portion of the basin, but the SJRBC is authorized to work with Michigan to improve water management throughout the watershed.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist staff with the development of watershed stewardship educational and outreach materials and programs
- Research existing educational and outreach opportunities to identify and fill in gaps in watershed education to the public
- Engage with SJRBC stakeholders to communicate water quality and related land resource concerns with the public
- Attend relevant meetings such as the SJRBC quarterly board meetings, site visits, and assist staff with events (virtual, in-person events)
- Attend workshops and webinars as part of professional development in the field of watershed stewardship
- Assist staff with the SJRBC summer biological stream monitoring program
- Record, enter, and analyze water quality data
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)

- Participate in AmeriCorps trainings, team-building events, and reflection activities

**Minimum Training and Experience:**

- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Prior coursework and research experience in environmental science, environmental management, agricultural conservation, or a related field
- Training and knowledge in statistical analysis and making graphs
- Familiarity with GIS such as ArcMap preferred

**Minimum Physical and Mental Abilities:**

- Ability to operate field equipment and record detailed notes in the field
- Ability to exert physical effort in moderate activities involving routine stooping, kneeling, crouching, and reaching
- Ability to lift and carry objects weighing up to 50 pounds
- Ability to multi-task and engage on several small projects

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective verbal, writing, and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday
- During the summer field monitoring season, typical hours are from 7am-3pm
- Anticipate one evening and one Saturday a month

**Summary**

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the St. Joseph River Basin Commission.

**Member Position/Title:** SJRBC AmeriCorps Program Assistant

**Member Immediate Supervisor:** Dr. Kate Barrett, River Basin Program Coordinator

**Starting Date:** Flexible, approximately May to August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

**Service Site – St. Joseph River Basin Commission**

**Address:** 227 W. Jefferson Blvd, Suite 1120 , South Bend, IN 46601

**Organization Mission and/or Goals:**

The St. Joseph River Basin Commission (SJRBC) was established by the Indiana General Assembly in 1988 to improve water quality, encourage conservation and increase coordinated management of the water and related land resources within the St. Joseph River Basin. The governance and funding comes entirely from the Indiana portion of the basin, but the SJRBC is authorized to work with Michigan to improve water management throughout the watershed.

**Essential duties and responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist SJRBC partners in Steuben and LaGrange Counties, as part of the St. Joseph River Basin, with weekly chemical monitoring of streams to assess water quality
- Assist SJRBC staff with biological monitoring of streams as part of a whole-basin effort to evaluate water quality
- Record, enter, and analyze water quality data so that basin partners can become informed of water quality status and trends
- Attend relevant meetings such as the SJRBC quarterly board meetings, site visits, and assist staff with events (virtual, in-person events)
- Attend workshops and webinars as part of professional development in the field of watershed stewardship
- Record, enter, and analyze water quality data
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Host public events to provide transportation, sustainability, and residential health/safety education to the broader community
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities



**Minimum Training and Experience:**

- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Prior coursework and research experience in environmental science, environmental management, agricultural conservation, or a related field
- Training and knowledge in statistical analysis and making graphs
- Familiarity with GIS such as ArcMap preferred

**Minimum Physical and Mental Abilities:**

- Ability to operate field equipment and record detailed notes in the field
- Ability to exert physical effort in moderate activities involving routine stooping, kneeling, crouching, and reaching
- Ability to lift and carry objects weighing up to 50 pounds
- Ability to multi-task and engage on several small projects

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual helpful (Spanish)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective verbal, writing, and editing skills
- Strong research skills
- Ability to perform effectively and independently
- Responsible, organized and provides attention to detail
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals
- Ability to meet deadlines
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- Dependent on season and scheduled public outreach activities, typical schedule may be Monday through Friday
- During the summer field monitoring season, typical hours are from 7am-3pm
- Anticipate one evening and one Saturday a month

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with MACOG in the area of active transportation.

**Member Position/Title:** South Bend Bike Ambassador

**Member Immediate Supervisor:** Dustin New, Active Transportation Planner

**Starting Date:** Flexible, approximately January to August 2023

**Days / Hours of Service:** Monday – Friday; some evening & weekend assignments.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Michiana Area Council of Governments

**Address:** 227 W. Jefferson Blvd, Suite 1120 , South Bend, IN 46601

## Organization Mission and/or Goals:

The Michiana Area Council of Governments is a voluntary organization of local governments that studies and attempts to resolve, for the benefit of each member and the region, areas of interlocal issues, which includes but is not limited to transportation, transit, economic development, environment, and other issues that impact the region.

MACOG completed a Regional Active Transportation Plan in 2016 and has been working steadily to address the identified needs, secure resources, implement the identified strategies to improve and increase walking and bicycling in the region. The plan recommended the development of supporting programs based around education, encouragement, enforcement, and equity to create flourishing active transportation environment.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:*

- Assist MACOG staff in implementing recommendations from the Regional Active Transportation Plan related to encouragement and equity-based programs
- Coordinate with South Bend Venues, Parks, & Arts (SBVPA) to identify and coordinate around upcoming events for bike promotion, providing bike valet and bike racks
- Serve at the Charles Black Community Center to provide bike repairs and empower residents to repair their own bikes
- Develop marketing materials for events
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Perform additional economic resilience, sustainability, energy, waste reduction and community-building activities as directed (e.g., park clean-ups, helping with a green business event, providing recycling at a community festival)
- Participate in AmeriCorps trainings, team-building events, and reflection activities



**Minimum Training and Experience:**

- High school degree or equivalent / GED
- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Minimum Physical and Mental Abilities:**

- Ability to exert physical effort in moderate activities involving routine stooping, kneeling, crouching, and reaching
- Ability to lift and carry objects weighing up to 50 pounds

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual or conversational in Spanish preferred
- Ability to perform effectively and independently
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- Dependent on season and scheduled public outreach activities, including some weekends or evenings

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with Town of Bremen Parks and Recreation Department, and assisting the Marshall County Parks and Recreation Board.

**Member Position/Title:** Parks Ambassador

**Member Immediate Supervisor:** Brian Main, Superintendent of Parks and Recreation

**Start Date/Hours:** Immediate, full-time or part-time. Days/Hours of service are negotiable.

**Benefits:** AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Town of Bremen, Parks Department

**Address:** 111 S Center St, Bremen IN 46506

## Organization Mission and/or Goals:

The Bremen Parks Department serves residents by providing high-quality parks and recreation facilities, programs, and services and continues to enhance these while looking for opportunities for future growth. The updated Town of Bremen Parks Master Plan (2022) and the first ever Marshall County Parks Plan (2021) have created momentum through robust community engagement around creating and improving access to natural resources and recreation amenities in the town and throughout Marshall County.

## Essential Duties and Responsibilities:

*Individual responsibilities will be designed for each Service Member based on their interests and strengths. Every AmeriCorps member will serve to build capacity in the areas of environmental stewardship and/or economic resiliency. The Member will:*

- Develop a vegetation inventory in the wooded area around the wetland at Sunnyside Park
- Create a plan for improving access and enjoyment of natural spaces and the Yellow River
- Prioritize areas for invasive species management including burning bush, wintercreeper, and multiflora rose and develop a plan for improving conditions for native species.
- Research best practices and implement the use of native plants that lower maintenance and increase diversity
- Recruit volunteers and local park advocates to organize events that engage the community in beautifying the town's natural spaces and parks
- Identify opportunities to raise funding to support implementation of the Parks Master Plan, including proposed trail network
- Assist park staff in coordinating park programming and events
- Coordinate with the Marshall County Parks Board on opportunities to enhance County Parks properties for all residents and achieve shared goals in the County Parks Master Plan
- Approximately 75% of service hours will support the Town of Bremen Parks and Recreation Department and 25% with the Marshall County Parks and Recreation Board.

## Minimum Training and Experience:

- High School Diploma or equivalency. Ability to pass background check and have authorization to work in the U.S.
- Coursework in environmental science, ecology, environmental education, or related experience in land management, conservation, or invasive species management

**Minimum Physical and Mental Abilities:**

- Ability to exert physical effort in moderate activities involving routine stooping, kneeling, crouching, and reaching
- Ability to lift and carry objects weighing up to 50 pounds

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Ability to perform effectively and independently
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to operate successfully alone and within groups

**Environmental Adaptability:**

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

**Service Hours:**

- Dependent on season and scheduled public outreach activities, including some weekends or evenings

**Summary**

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Church Community Service, Seed to Feed Program.

**Member Position/Title:** Seed to Feed Team Member

**Member Immediate Supervisor:** Andrew Hudson, Seed to Feed Director

**Position Start Date:** May 29<sup>th</sup>, 2023 **Position End Date:** August 18<sup>th</sup>, 2023

**Days / Hours of Service:** 35 hr/ week. 450 hours to completion. 8am-3pm Mon-Friday

**Benefits:** AmeriCorps service includes a living stipend of up to \$22,000 per full-time service year, an educational award of up to \$6,495, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

**Service Site – Church Community Services**

**Address:** 907 Oakland Ave, Elkhart IN

**Organization Mission and/or Goals:**

Seed to Feed (STF) is a program of Church Community Services (CCS) and works in collaboration with the CCS onsite food pantry. The program began in 2011 with the intention of providing fresh, local produce and protein to food pantries throughout Elkhart County. Currently the program is comprised of 23 gardens, a greenhouse, a cash crop field, the "Pigs for the Pantry" initiative, and a variety of educational initiatives including the Teen Growers Internship offered to local high school students and free community classes.

**Essential duties and responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The position may be modified to the interests of the Member. The Member will:*

- Assist in development and maintenance of our onsite community gardens and greenhouses. Tasks include, seeding, bed prep, transplanting, harvesting, trellising, weeding, minimal tillage, applying natural amendments and organic pest prevention practices, irrigation and potential greenhouse installation.
- Host events that foster a safe, fun, educational outdoor learning environment for all volunteers, high school interns, employees and community members
- Develop educational material for community members; such as recipe cards, class handouts, garden signage, teen grower curriculum, etc.
- Increase partnerships with organizations, programs and community members to provide needed resources that benefit and grow the community of Elkhart County.
- Perform a variety of sustainable urban farm-garden projects and work that benefit the communities access to healthy food, nutrition and/or environmental education.
- Partner with volunteers to complete garden tasks and grow produce for the CCS food pantry both onsite and/or offsite at a partnering garden location.
- Attend Elkhart Farmers Market on Saturdays with interns and Garden Education Coordinator

- Attend field trips to local farms and sustainable organizations with the high school interns and Garden Education Coordinator
- Help wash and prepare produce for distribution at food pantry
- May hand out produce during pantry hours when needed
- May assist in transporting teen growers at times in Seed to Feed van.
- Some spreadsheet documentation

**Minimum Training and Experience:**

- High school Degree/GED
- Some knowledge and experience with sustainable farm/garden systems including plant propagation, garden planning, garden maintenance, food systems, or experience in construction/wood work.
- Able to partner well as a team member and independently
- Effective communication and relational skills
- Experience working with youth ages 15-18 years old
- Driver's license
- Background check

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate work involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds

**Preferred Qualifications:**

- Food Handling Training
- Elkhart Community Member
- Conversational in Spanish

## Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Church Community Service, Seed to Feed Program.

**Member Position/Title:** Nutrition Team Member

**Member Immediate Supervisor:** Andrew Hudson, Seed to Feed Director

**Position Start Date:** May 29<sup>th</sup>, 2023 **Position End Date:** August 18<sup>th</sup>, 2023

**Days / Hours of Service:** 35 hr/ week. 300 hours to completion. 8am-3pm Mon-Friday

**Benefits:** AmeriCorps service includes a living stipend of up to \$22,000 per full-time service year, an educational award of up to \$6,495, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

## Service Site – Church Community Services

**Address:** 907 Oakland Ave, Elkhart IN

## Organization Mission and/or Goals:

Seed to Feed (STF) is a program of Church Community Services (CCS) and works in collaboration with the CCS onsite food pantry. The program began in 2011 with the intention of providing fresh, local produce and protein to food pantries throughout Elkhart County. Currently the program is comprised of 23 gardens, a greenhouse, a cash crop field, the "Pigs for the Pantry" initiative, and a variety of educational initiatives including the Teen Growers Internship offered to local high school students and free community classes.

## Essential duties and responsibilities:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The position may be modified to the interests of the Member. The Member will:*

- Deliver health and wellness lessons and activities with community members through the Summer Health Lunch Bunch program in partnership with Goshen Health
- Support and promote satellite mobile garden sites throughout the community by checking in with volunteers, taking photographs throughout the season, providing support on garden projects, and assisting with the education of local residents who utilize the gardens, with an emphasis on nutrition
- Coordinate with Seed to Feed staff, Cultivate Culinary Food Rescue, and other partners to coordinate food and logistics for the Summer Health Lunch Bunch program and other nutrition education events
- Increase partnerships with organizations, programs and community members to provide needed resources that benefit and grow the community of Elkhart County
- Design fun and interactive nutrition education activities and educational materials such as recipe cards for food pantry guests
- May wash, prepare, and handout produce at the food pantry or partnering food programs when needed

**Minimum Training and Experience:**

- High school Degree/GED
- Knowledge, experience, or education related to nutrition and public health is preferred
- Able to partner well as a team member and independently
- Effective communication and relational skills
- Experience working with children and youth
- Driver's license
- Background check

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Ability to exert physical effort in light to moderate work involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds

**Preferred Qualifications:**

- Food Handling Training
- Elkhart Community Member
- Conversational in Spanish