



## AmeriCorps Member

Position Description  
City of South Bend Department  
of Public Works

### 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



**AmeriCorps Member**

Position Description  
City of Goshen, Indiana

## 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 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

**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



## AmeriCorps Member

Position Description  
South Bend - Elkhart Regional  
Partnership

### 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 resiliency, 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



## AmeriCorps Member

Position Description  
Elkhart and St. Joseph Counties  
Head Start Consortium

### 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, efficacy, 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