



AmeriCorps Member

Position Description
MACOG

Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one member serving closely with MACOG's Director of Sustainability.

Member Position/Title: Clean Transportation & Energy Fellow

Member Immediate Supervisor: Leah Thill, MACOG Director of Sustainability

Starting Date: mid to late September 2023

Position End Date: August 2024

Days / Hours of Service: Four weekdays per week (negotiable); some evening & weekends. Full-time service (1,700 hours) is preferred but part-time service may be negotiated.

Benefits: AmeriCorps service includes a living stipend of up to \$22,000, an educational award of up to \$6,895 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, and exclude retirement contributions.

Service Site: Michiana Area Council of Governments (MACOG)

Address: 227 W Jefferson Blvd 1120 County City Building, 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. Clean transportation and clean energy are growing areas of interest for local governments due to incentives, falling cost, improving technology, and incentives. MACOG recognizes that adapting and thriving in the future requires proactive planning now to prepare the region for the significant changes projected in how we move and power our lives and local economies. This is an opportunity to gain experience with dynamic sustainability topics that will position the candidate for impactful roles in any sector after service.

Essential duties and responsibilities:

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive.

- Support the Director of Sustainability in assisting local governments with identifying and pursuing federal, state, and other funding sources and technical assistance resources
- Serve as a resource navigator to connect local governments, residents and others to technical resources, funding, and data for clean transportation and energy projects
- Assist MACOG staff with convening and facilitating stakeholder meetings on related topics
- **Clean Transportation**
 - Engage with alternative fuel/electric vehicles and infrastructure project planning and implementation on a regional and local scale
 - Assist MACOG staff in developing a Zero Emissions Plan for its fleet
 - Organize electric vehicle displays and public education events
 - Participate in the Partners for Clean Air program including the annual educational luncheon, raising awareness of Air Quality Action Days, and expanding the network
 - Occasionally assist the Active Transportation Planner with data gathering and project implementation (data bike and trail ratings, trail amenity surveys, stakeholder meetings, bicycle education workshops)
- **Clean Energy**
 - Renewable Energy (Solar)
 - Engage with stakeholders such as Solar United Neighbors and state and federal funders to evaluate and develop solar energy partnerships and projects

- Team with local governments and statewide non-profits to educate the public, non-profits, and businesses on renewable energy incentives and developing technologies such as batteries
- Energy Efficiency
 - Assist local governments and other organizations in the region with accessing and implementing various programs such as the Energy Efficiency and Conservation Block Grant Program and Carbon Reduction Program
 - Participate with MACOG staff in the state's Climate Pollution Reduction Planning Grant planning process
 - Research LED streetlight conversion resources, tools, and funding opportunities to support small towns in upgrading less efficient streetlights
 - Partner with the City of South Bend, enFocus, and other entities to assist residents and others in the region with understanding Inflation Reduction Act incentives including home efficiency improvements (heat pumps, etc.)
- Experience a broad range of sustainability projects at other AmeriCorps service sites through regular professional development and service activities related to sustainability, energy, waste reduction and community-building activities (e.g., tree planting, food waste diversion, providing recycling at a community festival).

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 preferred.
- Strong interest in sustainability, clean transportation, and/or clean energy topics

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, interpret graphs, and measure data.

Language Ability and Interpersonal Communication:

- Effective writing, editing, and research skills
- Responsible, organized and provides attention to detail
- Ability to communicate effectively and willingness to improve public speaking skills
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Bi-lingual preferred (Spanish)

Environmental Adaptability:

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

Service Hours:

- Flexible schedule 4 or 5 weekdays (negotiable), occasional weekends or evenings

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.



AmeriCorps Member

Position Description
City of Goshen, Department of
Environmental Resilience

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

Starting Date: mid to late September 2023

Position End Date: August 2024

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

Benefits: AmeriCorps service includes a living stipend, an educational award of up to \$6,895 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, and exclude retirement contributions.

Service Site – City of Goshen, Department of Environmental Resilience

Address: 410 W Plymouth Ave & 202 S 5th St Goshen, Indiana

Organization Mission and/or Goals:

The Department of Environmental Resilience is the City of Goshen's hub for environmental programming. Established in 2020, 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, data collection, 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. In the 2023-2024 service year, the Department is partnering with the City's Water and Stormwater Departments. Service members will have the opportunity to work on a wider range of environmental and human health issues that will increase Goshen's resilience to climate change and mitigate environmental health risks.

Essential duties and responsibilities:

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

- Members serve to 1) assist the City in bringing the concepts and practice of **Active Transportation** into the mindset of the local community. 2) work on goals found in Goshen's Bicycle and Pedestrian Plan and work toward improving access for pedestrians and bicyclists. 3) Identify and assist businesses in becoming more bicycle friendly. 4) Track and analyze local active transportation commuting statistics and develop corresponding education and awareness campaign to eliminate barriers to persons bicycling to work.
- Members serve with the City's Water Quality Manager, Engineering Department, and other City staff to engage the public and conduct customer-side **Water Distribution Assessment** of service line materials to identify possible lead service lines that could have human health risks. 1) Assist the Water & Engineering Department collect, assess, and manage data. 2) Conduct data analysis including in GIS. 3) Identify and develop public education opportunities to engage the public and streamline the process. 4) Develop public education materials. *(This is an EPA required mandate that all communities across the country are conducting and could clearly lead to opportunities after service completion.)*

- Members serve with the City's Stormwater Department to **Identify Opportunities to Reduce Urban Pollution and Stormwater Volume** 1) sample outfalls entering waterways. 2) identify pollution sources. 3) develop a program to assess residential and industrial retention ponds and provide communication with owners regarding long-term maintenance. 4) Identify opportunities and work to add green infrastructure in areas around the City. 5) Identify wildlife affected by pollution.
- Members serve with the City's Forestry staff and will have **Arboriculture Training** and participate in **Ecosystem Management** (*tree migration and wildlife corridors*) on public lands and right-of ways. 1) developing and tending a public orchard(s) and tree nursery(s). 2) learning invasive species identification, documentation, and removal. 3) Participating in tree canopy management activities; ecosystem and living species identification and documentation.
- Members will assist in developing a **"Green Recognition Program"** for local business, neighborhoods (canopy) and residents (backyard habitat, canopy) that are working to reduce emissions and improve climate resilience. 2) Build relationships 3) Connect businesses and residents to additional resources and community opportunities.
- **All members will participate in** door-to-door public outreach to develop the water distribution inventory and provide resident education on City services.
- Members will perform additional 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).
- Members will host public events to provide transportation, sustainability, and residential health/safety education to the broader community.
- Members will participate in resource management audits of City facilities and community organizations, compile information, identify alternatives and compile savings data.

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 serve 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 inclement weather conditions, and in diverse private living spaces.

Service Hours:

- Dependent on season and scheduled public outreach activities, typical schedule may be
- M-F (7 am - 4 pm)
- Anticipate 6 evenings and one Saturday a month

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.



AmeriCorps Member

Position Description
Shirley Heinze Land Trust

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 2023

Position End Date: August 2024

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 \$6,895 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.

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 3,000 acres that have been permanently preserved across its six-county geography. 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 storage, and agricultural land preservation. SHLT continues to expand the relevance and impact of its work 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 land use, climate resiliency, and engagement to advance the Agricultural Land and Water Quality Programs
- Research and compile information about potential partnership opportunities to advance programs and outreach around conservation practices and agricultural land preservation
- Assist staff in development and execution of virtual and in-person events and workshops
- Assist staff in development of promotional and educational materials related to programs, events, and workshops
- Research and pursue funding opportunities to support programs and events
- Attend relevant meetings, events, volunteer days, and site visits during service period
- Assist staff in the development of educational materials and blog/social content
- Participate in AmeriCorps trainings, team-building events, and reflection activities
- Other duties as assigned

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, especially for a public audience
- 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
- Ability to complete field work as required
- Ability to work remotely if required

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

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.



AmeriCorps Member

Position Description
The Beacon Resource Center

Summary

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

Member Position/Title: Sustainability & Development Fellow

Member Immediate Supervisor: Jeff Walker, Executive Director, The Beacon Resource Center

Position Start Date: September 2023

Position End Date: August 2024

Days / Hours of Service: Half-time Service Member (900 hours)

Monday – Friday; some evening & weekend assignments

Benefits: AmeriCorps service includes a living stipend of up to \$11,000, an educational award of up to \$3,447.50 per half-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits may include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions.

Service Site – The Beacon Resource Center

Address: 4210 Lincoln Way W South Bend, IN 46628

Organization Mission and/or Goals:

The Mission of The Beacon is “Partnering together to bring transformation in everyday life”

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 a written sustainability plan for the organization, which builds off of the existing Energy Audit and includes planning for future renovation, expanding an existing solar array, cataloging lighting and converting to LEDs, and developing a recycling program
- Research feasibility of creating outdoor green infrastructure spaces on Beacon’s campus
- Planning community event(s) hosted by The Beacon to convene and educate the community on sustainability and environmental consciousness
- Assist with planning and execution of other community events
- Create signage and advertising related to sustainability efforts
- Assist with updating marketing communications (website, social media, printed materials)
- 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:

- 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 exert physical effort in light to moderate physical obligations 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)
- Ability to adapt as a part of a team and willingness to grow leadership skills
- Effective writing and editing skills
- Strong research skills
- Strong graphic illustration and social media prowess
- Ability to serve 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 serve alone, and to serve in groups

Environmental Adaptability:

- Ability to work effectively in an office environment, outdoors exposed to extreme weather conditions

Service Hours:

- Depending on the season and scheduled public outreach activities, schedule is flexible to accommodate other part-time commitments. Some Saturday events could be scheduled

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.



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: September 2023

Position End Date: August 2024

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 \$6,895 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.

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

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

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: September 2023

Position End Date: August 2024

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 \$6,895 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.

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

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.



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: September 2023

Position End Date: August 2024

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.

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

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.



AmeriCorps Member

Position Description
Green Bridge Growers

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

Starting Date: September 2023

Position End Date: August 2024

Days / Hours of Service: Four weekdays per week (negotiable); some evening & weekends. Full-time service (1,700 hours) is preferred but part-time service may be negotiated.

Benefits: AmeriCorps service includes a living stipend of up to \$22,000, an educational award of up to \$6,895 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, and exclude retirement contributions.

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.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.