



AmeriCorps VISTA Environmental Program Coordinator

Foundation Communities is looking for an energetic, sustainability-minded person to commit to 12 months of service as a NeighborWorks AmeriCorps VISTA. During your service, you will analyze energy and water data from multiple sources, build staff expertise and design regular monitoring routines for staff. The program you design will empower staff to access, interpret, and engage in recycling and composting strategies. The projects you will take the lead on are:

1. Establish waste production baseline for properties
2. Develop appropriate tracking systems to monitor waste management system
3. Implement tools and education to onsite staff while developing evaluation.

You will be a great fit if you are tenacious, a fast learner and someone who believes sustainability tools can be used to end poverty. This position is appropriate for anyone committed to service and sustainability, including recent graduates of undergraduate and graduate programs, career-changing professionals and retirees.

Requirements:

- Experience leading or managing projects
- Strong quantitative skills and aptitude (including fluency in Microsoft Excel)
- Strong communication skills (including writing, teaching, designing presentation materials)
- Experience in at least one of the following: data analysis, recycling and composting, developing trainings for adult professionals
- Some work or internship experience
- Passionate and knowledgeable about sustainability and/or affordable housing
- Have your own transportation or be comfortable alt-commuting (bike/bus) between Austin locations

Other helpful expertise, interests & skills to discuss in your application if you have them:

- Grant writing or fundraising
- Program evaluation and measurement
- Real estate or property management
- Bilingual in Spanish and English

The position begins in mid-August 2020. While you will be fully integrated as a member of the Foundation Communities Sustainability team, this is a volunteer position funded by the NeighborWorks AmeriCorps VISTA program, not a conventional job posting. Benefits include a monthly living stipend (approx. \$1,015/month), health insurance and, at the completion of service, an education award of \$5,900.

Foundation Communities is a non-profit low-income housing developer with 24 apartment communities in Austin and North Texas and many green accolades, including Platinum-level Austin Green Business Leader and NeighborWorks Green Organization awards. Learn more at <http://www.foundcom.org/>.

To apply, send a resume and letter of interest to Katelynn Essig at sustainability@foundcom.org with the subject line "**AmeriCorps Program Coordinator.**" Please submit applications by June 26th 2020 at 5:00 p.m.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation & gender identity.