



Job Announcement

Park City Municipal Corporation
445 Marsac Ave.
Park City, UT 84060

AmeriCorps Environmental Sustainability Specialist

Description:

Become an Environmental Sustainability Specialist and provide direct services to our community through our Environmental Sustainability Program. The Environmental Sustainability Specialist position is offered through Utah Conservation Corps and is a great opportunity to learn about Building Energy Management and Green Business in Park City. Join us to learn about how to develop sustainability programs and reduce community environmental impacts while serving your community as an AmeriCorps service member. This is a full-time position for 12 months.

Rate of Pay: \$23,000 living allowance (paid by AmeriCorps via Utah State University in even disbursements throughout term of service)

Primary Duties:

- **Perform** research and analysis to benefit the Park City business community through it's Green Business program, focusing on energy management and zero waste.
- Outreach and program development for the Green Business program.
- Development of a Commercial Building Energy Disclosure program under supervision of the Environmental Sustainability Project Manager. Specific tasks may include setting up Portfolio Manager for municipal and commercial buildings and building energy analysis and organizing stakeholder meeting for building owners and tenants.
- **Develop a data tracking plan and collect and report AmeriCorps impact data timely and accurately (required).**
- Research green business best practices, create fact sheets and business resources.
- Outreach with Park City green businesses.
- Assist in development of a Green Business website for Park City and Summit County.

AmeriCorps Requirements (all below required):

- **Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.**
- **Be at least 18 years of age.**
- **Have a high school diploma or GED or work towards obtaining one while in the program. It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.**
- **Must be clear of any record on the National Sex Offender Public Registry. Must pass a background check and have a criminal record clear of any conviction(s) for murder.**

Training/Professional Development you will receive:

- **Data collection and reporting training.**
- Building energy management practices, including analysis and data management.
- Best practices in community sustainability

Additional Requirements (optional, but encouraged):



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- Physical ability to attend meetings and canvass business districts.
- A valid driver's license and reliable vehicle.
- A positive and professional manner with diverse populations.
- Proficient in the use of Microsoft Office Suite and ability to understand new applications quickly.

Compensation:

This is a 1700-hour AmeriCorps position that comes with these benefits:

- **\$23,000 living allowance (paid by AmeriCorps via USU in even disbursements throughout term of service).**
- **\$6,495 education award (available from AmeriCorps to members after successful service term).**
- **Federal student loan forbearance and workers comp for all members(paid by AmeriCorps).**
- **Child-care and insurance benefits provided by AmeriCorps.**

How to Apply (required):

Interested? Please send a cover letter, resume, and 2 references to Chelley.macon@parkcity.org. Preference will be given to applications received by March 24, 2023. Position will remain open until a suitable candidate is selected.