



# Sustainability Specialist

AmeriCorps Member, City of Tacoma

**Improve lives and help our Tacoma community thrive by connecting people to environmental information and resources! If you are passionate about environmental and social justice, and enjoy collaborative and creative problem solving - this unique opportunity to remove barriers and increase access to Tacoma's environmental resources is for you.**

**Why join our team? The Office of Environmental Policy and Sustainability is a small team that embraces new and innovative ideas, and will encourage you to lead and professionally grow. You will also earn a \$2,876 monthly stipend with health insurance and a \$6,195 education award upon service term completion.**

## OFFICE OF ENVIRONMENTAL POLICY AND SUSTAINABILITY

The Office works to develop, promote, and implement sustainable and equitable practices through public education, partnerships, policy, programs and performance management. Learn more at [www.cityoftacoma.org/sustainability](http://www.cityoftacoma.org/sustainability).

## ROLE OVERVIEW

The Sustainability Specialist AmeriCorps member will serve directly with the Sustainability Officer & Communications Officer by supporting a diversity of programs that foster achievement of the City's sustainability, climate, and equity goals and objectives. They will increase environmental awareness through outreach events and community based social media and marketing, integrate sustainability and environmental values into the City's plans and programs, and promote sustainable practices by citizens, businesses, government agencies, and non-profit organizations. The AmeriCorps member will serve at the Center for Urban Waters office building located at 326 East D Street, Tacoma, WA, but can also telework part-time. Please note that this position is contingent on funding.

## TERM OF SERVICE

- October 1, 2021 - August 15, 2022

## ESSENTIAL JOB FUNCTIONS

- Serve OEPS and the Sustainable Tacoma Commission in implementing the City's Climate Action Plan.
- Lead planning of South Sound Sustainability Expo and/or Earth Month events where members of the community gather to connect with businesses, organizations, and individuals working to promote environmental sustainability.



- Create content and track analytics for Tacoma Sustainability social media accounts.
- Increase environmental awareness through community outreach events.
- Develop partnerships with local and regional partner organizations to learn and implement best practices for environmental sustainability.
- Research programs that foster achievement of the City's sustainability goals and objectives.
- Track progress and develop reports on specific sustainability and environmental measures.

## QUALIFICATIONS & EXPERIENCE REQUIRED

- Age 18 to 99
- Bachelor's degree and one year professional experience
- Knowledge of and passion for environmental and social equity issues
- Ability to multitask and manage multiple priorities and deadlines, prioritize and see projects through to completion
- Ability to work well independently and as part of a team
- Excellent computer skills, including Microsoft Office
- Strong attention to detail and organizational skills
- Excellent verbal and written communication skills
- Availability for occasional evenings and weekends

## PREFERRED

- Knowledge of Tacoma area and community
- Experience with data tracking and reporting
- Experience in event planning
- Marketing and design skills

## COMPENSATION & BENEFITS

- Monthly stipend of \$2,876 before taxes
- Education award of \$6,195 upon successful completion of 1,700 hours and service term
- Forbearance and payment of interest on qualified student loans during service
- Subsidized childcare and food benefits
- Health insurance for member if no other coverage (vision excluded)
- Workers compensation coverage
- Professional development training
- Local/regional transit pass and reimbursement for mileage for work
- Use of City fleet bicycle for work purposes

## HOW TO APPLY

1. Apply by **July 11, 2021**, via the AmeriCorps website at: [My AmeriCorps - Home Page](#)
2. Additionally, you must also submit cover letter and resume by **July 11, 2021** to [sustainability@cityoftacoma.org](mailto:sustainability@cityoftacoma.org)



