

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

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.

AmeriCorps Member Position/Title: City of Goshen Sustainability Specialist

Member Immediate Supervisor: Theresa Sailor, Grant Writer and Educator, City of Goshen Department of Environmental Resilience

Position Start Date: late September 2024

Position End Date: August 2025

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

Benefits: AmeriCorps member service includes a living stipend (\$25,000 full-time with beginning and end year incentives, \$12,500 half-time with beginning and end year incentives), an educational award of up to \$7,395 per full-time service year (\$3,697.50 per half-time), and loan deferment and interest forbearance on federally guaranteed student loans. Benefits for members serving half-time or greater include medical, dental, and vision insurance coverage, and exclude retirement contributions.

Service Site – City of Goshen, Department of Environmental Resilience, City of Goshen Parks & Recreation Department, and City of Goshen Engineering Department

Addresses:

Environmental Resilience Department 410 W Plymouth Ave & 202 S 5th St Goshen, Indiana

Goshen Parks & Recreation Department 524 E. Jackson St., Goshen, Indiana

Goshen Annex Building 204 E Jefferson 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 through the enhancement of the environment, including supporting sustainable land management, ecosystem improvement, economic development, and increasing community resilience through initiating mitigation and adaptation practices. This service 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 the 2024-2025 service year, the Department is partnering with the City’s Parks & Recreation and Engineering Departments. Service members will have the opportunity to serve on a wide 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.

Economic and Environmental GIS Specialist – 1 Member

- Member will be trained in ArcGIS and serve in data collection and multi-factor analysis, learn about public infrastructure, mapping, public policy. Member will manage, Map, Collect, and Display data using the Esri ArcGIS program suite. Training and project support will be provided by the City's GIS Coordinator.
- Member will assist in the planning and redevelopment of the disadvantaged census tract which includes the Northside neighborhood. Improvements include infrastructure, housing, water, sewer, stormwater, and roadway infrastructure replacement. Member will serve to assist in the evaluation of Goshen's street light systems, including evaluating opportunities for the reduction of streetlights, providing research in new technology, and developing public policy. Member will also evaluate and research Night Sky principles. In addition, member will share these recommendations with relevant City staff and elected officials through presentation and/or creation of informational materials.

Arborist In Training or Environmental & Sustainability Specialist – 2 Members

- Members serve with the City's Forestry and Environmental Resilience Staff, participate in **Arboriculture Training** and gain experience toward an Arborist certification. Members will also participate in **Ecosystem Management** (*tree migration and wildlife corridors*) on public lands and right-of ways. Members will assist Department staff in developing a new public tree & plant nursery, learning how to care for and propagate trees and plants(s). Members will learn invasive species identification and removal. Members will learn Davey Resource's TreeKeeper Arborist canopy program and *be trained in ArcGIS and participate in data collection and multi-factor analysis, learn about public infrastructure, mapping, public policy.* Members will learn tree canopy management activities and other topics in line with the certified arborist curriculum, as well as ecosystem and living species identification and documentation.

Environmental & Sustainability Specialist – 1 Member

- Member will serve with the Parks Department and Environmental Resilience Staff and learn the challenges that Parks programs face in **maintaining public park infrastructure and protecting natural spaces and ecosystems**. Member will collaborate to identify opportunities on park lands that can be improved through land maintenance practices. Members will communicate with industry environmental professionals and other parks programs to research practices that could be effective in Goshen and collaborate with staff to develop a plan to improve identified eco-sensitive spaces and spaces that would both enhance wildlife corridors and net a cost-benefit return. Member will also develop a standardized maintenance manual in partnership with supervisors to serve as a guide for employees, including mowing, buffer zones, herbicide, and pesticide application. Members will assist in training employees on adopted maintenance practices.

Some Additional Assignments

- Members will assist in adopting a **"Green Recognition Program"** for local businesses, neighborhoods (canopy), and residents (backyard habitat, invasive swap program, food forests. and provide public education on environmental and public health and safety topics.
- Members will assist in the City's **Active Transportation** program by serving with the City's Active Transportation Committee on the project to connect the trails and bike commuting pathways and disseminate the information to the public.
- All Members will develop and host public events to build community relationships provide transportation, sustainability, and residential health/safety education to the broader community, including a minimum of two First Friday events and one Farmer's Market Saturday a month.
- All Members will participate in resource management audits, learn how to perform cost-benefit

analysis, 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 service involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to fifty (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 while independent or as part of a team.
- Responsible, organized, and pays 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.

Environmental Adaptability:

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

AmeriCorps Member Hours:

Depending on season and scheduled public outreach activities, a typical schedule may be:

M-F (8 hours between 7 am - 5 pm) *can vary depending on which site you are selected for*

Anticipate 6 evenings and one Saturday each month

Note: To receive all Living Allowance payments for a full-time year of service, a member must start by October 7, 2024. The enrollment process can take 2-3 weeks. Part-time members may begin service at different cohort start times, such as January/February or May 2025. Currently, the Goshen site is only looking to start members by the October 7 deadline.