



## Position Vacancy

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### AmeriCorps Community Corps Member, Community Support Coordinator

**Based:** Custer, Wisconsin Office  
**Period of Service:** September 11, 2023 - August 31, 2024  
(End date is negotiable – Start date is not)

### To Apply

To apply, email a PDF that includes:

1. [Completed a MCHS AmeriCorps Volunteer Wisconsin member application](https://redcap.link/7yunhyri)  
(<https://redcap.link/7yunhyri>)
2. A cover letter detailing your qualifications.
3. A resume including education, and experience.
4. Contact information for three professional references.

All correspondence must be electronic and sent to Amiee Wetmore at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

### Deadline to Apply

Applications will be reviewed as they are received. **An applicant may be selected at any time before August 15, 2023. Please submit your application as soon as possible.**

### Job Description

This person will support the MREA's community facing programs including The [Energy Fair](#), two [annual volunteer events](#), training programs, and Grow Solar programming. Work will be done closely with the events, training, and Grow Solar staff. Duties include but are not limited to volunteer program support, on site volunteer coordination, general event support, industry research, outreach, and communication.

The Community Support Coordinator may be able to take on an additional organization/management of portion(s) of The Energy Fair (depending on interests) which directly engage the community.

MREA is a member supported organization with a mission to promote renewable energy, energy efficiency, and sustainable living through education and demonstration since 1990.

About:

- The Energy Fair: Since 1990 the Fair has brought thousands upon thousands of attendees together to learn about clean energy, connect with others, and take action toward a just energy transition.
- Training: Since 1990, the Midwest Renewable Energy Association (MREA) has been offering industry-leading professional training for solar photovoltaics (PV). MREA courses are accredited by the [Interstate Renewable Energy Council \(IREC\)](#), and meet the educational requirements for credentialing by the [North American Board of Certified Energy Practitioners \(NABCEP\)](#).
- Grow Solar: A coordinated effort among Midwest organizations and municipalities to build an open and advantageous solar market that provides long-term benefits to communities. Through its Solar Group Buy for home and business owners, Solar Toolkits for city, county, community

and electric utility leaders, and Technical Assistance for institutions, **Grow Solar makes investments in solar faster, easier, and more affordable.**

The Marshfield Clinic Health System (MCHS) AmeriCorps Community Corps program offers:

- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration, and accountability).
- Receive ongoing professional skills training throughout the year to build your resume.
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community.
- Developing value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they've invested in the member and what they will be receiving.

## **Primary Responsibilities**

### **Training and Preparation**

- The member will go through virtual orientation with the Grow Solar Team to get acquainted with Grow Solar initiatives (this may be through Zoom or simple email instructions)
- Learn MREA and Grow Solar's history, philosophy, and goals.
- Learn Energy Fair history.
- Learn Training history and be able to attend MREA courses for free, as interested.
- Receive training on MREA's database and various administration/communication platforms.

### **General Administration & Communication**

- Participate in Events, Training, and Grow Solar Working Group when able.
- Participate in other working groups, staff meetings, and planning sessions as needed.
- Basic website editing (training provided)
- Respond professionally, courteously, and in a timely manner to staff and community inquiries
- Enter and manage data of program participants and other MREA customers if needed into MREA's shared database.
- Coordination of various program evaluations to consolidate feedback for program improvement.

### **Promotion & Outreach**

- Utilize media kits to promote current MREA programs (Energy Fair, Grow Solar, training programs only) on social media accounts as necessary.
- Use social media to connect with groups in communities with group buy programs.
- Use email to connect with groups in communities with group buy programs.

### **Volunteer Management Support**

- Recruiting, managing, and tracking volunteers, especially for MREA's volunteer days:
  - Move Some Earth Day (May)
  - The Energy Fair (June)
  - Brisk Fall Clean Up (October or November)
- If appropriate, on-site coordination of volunteers for volunteer days & the week before, during, and after The Energy Fair.
- Assess and document MREA's volunteer management practices pre and post service.
- Printing and distributing volunteer materials as needed.

- Attend outreach events to encourage volunteer engagement and participation.
- Other Volunteer Program support and needs as requested.

## Qualifications

A successful candidate will be:

- Results oriented and self-directed, with a passion for the MREA's mission.
- Organized and focused with proven ability to prioritize and complete activities with deadlines.
- An excellent communicator who can promote the MREA's mission to the community.
- Comfortable working in groups
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), data management (i.e. Excel and/or Google Sheets), presentation software (PowerPoint and/or Google Presentations)
- Able to flex communication style to multiple audiences.

## Requirements

1. Must be able to begin on September 11, 2023.
2. Must be at least 17 years old by September 11, 2023.
3. Must have a minimum of a High School diploma or GED certificate.
4. Must be willing to serve for up to 12 months and complete the full term of service.
5. Members must accept position as a full-time priority over other jobs and be able to complete 1700 hours of service.
6. Members must be able to pass a criminal, FBI, and DMV background check (Note: having a background does not automatically exclude an individual from serving as a member).
7. Must attend orientation Sep 11-15, 2023 and midterm training (exact dates TBD).

## Benefits

- Living allowance paid every two weeks during term of service. Net pay affected by withholdings claimed.
- Education award for full-time members is \$6,895; half-time members is \$3,447.50, provided upon successful completion of service.
- Full-time members receive the option for health insurance which includes dental and vision (premiums paid by AmeriCorps program) as well as childcare assistance.
  - The member must apply for childcare assistance and be approved by the managing organization known as GAP Solutions Inc. (GAPSI). MCHS links the member to these benefits but does not manage them.
- Members may apply to defer paying qualified student loans (not private loans) while serving and are not required to pay the interest that is accrued on those loans during the term of service as long as the member properly submits the request and successfully completes their term of service.
- Mileage reimbursement for trainings required by AmeriCorps program (Orientation, Opening Ceremony and Midterm).
- MCHS AmeriCorps service gear provided by program.

### Additional Benefits Offered By MREA

- Flexible work environment
- Free registration to MREA Trainings
- Casual dress code
- On-site Training