



## Greenest Region Corps Fellow – Job Description Village of Park Forest

This opportunity is available through a program called the Greenest Region Corps, which is administered by the Metropolitan Mayors Caucus and Serve Illinois Commission and is funded through an AmeriCorps grant and the partnered municipality, the Village of Park Forest.

Position Title: Greenest Region Corps Fellow

Position Scope:

The Park Forest Greenest Region Corps Fellow will be assigned to the Sustainability Office which is under the Department of Economic Development and Planning. This office and department are responsible for planning and implementing sustainability actions throughout the community. The Village Board has adopted the *Growing Green: Park Forest Sustainability Plan (2012)*, the *Bicycle and Pedestrian Plan (2014)* and the *Climate Action and Resilience Plan (2019)*. In 2019, the Village received a Four-STAR designation and LEED for Cities and Communities certification from United States Green Building Council (USGBC). In 2018, the Village was designated Gold under SolSmart, a program designed to evaluate ease of solar power construction within municipalities. These accomplishments and plans require a great deal of effort, focus, and coordination by Village Staff, Elected Officials, and the community.

The Greenest Region Corps Fellow will play a key role in the Village's efforts to expand implementation of the Village's sustainability goals to residents, local schools and places of worship. To do this, the Fellow will maintain a sustainability website for the Village, promote the Village's community gardening program to increase the number of gardens in the Village and work with schools and places of worship to encourage implementation of climate action goals. The Fellow will also be responsible for managing the metrics that document the Village's sustainability progress in the areas of water conservation and energy efficiency. The Fellow will also assist with the cataloging the information required to submit to Arc and the next LEED Certification.

The Sustainability Corps Fellow will report to the Director of Economic Development and Planning and the Sustainability Coordinator, depending on the project and will be supervised by the Director of Economic Development and Planning.

Position Responsibilities:

- Assist the Sustainability Coordinator with documentation needed for future LEED for Cities and Communities designation. This includes, but is not limited, to data management and collection, quantitative analysis, and narrative responses into USGBC's ARC tool online.
- Provide support for the implementation of the Climate Action/Resilience Plan, including community outreach, event coordination and survey development, distribution and analysis.
- Maintain and expand the sustainability website to showcase Village goals and actions, organize and catalog existing sustainability efforts and establish a platform for residents and businesses to become involved in Park Forest's sustainability initiatives.
- Conduct outreach to the community to expand use of community garden space, recycling and composting.

- Conduct outreach to the Onarga Park neighborhood to encourage use of the new community garden planned for this public space.
- Assist in developing and maintaining relationships with local schools and places of worship to encourage implementation of climate action goals related to energy efficiency, recycling, composting, water conservation, walking and biking.
- Track and improve energy efficiency across Village-owned properties using Energy Star Portfolio Manager.
- Sustainability Liaison to Parks and Recreation Advisory Board.

### Skills and Abilities:

#### Minimum Qualifications:

- General understanding of sustainability planning and implementation.
- Ability to effectively communicate to coworkers, residents and village partners. This includes but is not limited to making presentations to a variety of audiences throughout the Village, creating reports to publish to the Village website and using professional etiquette in e-mails.
- Ability to research new sustainability initiatives and implement them with sufficient metrics to record their success.
- The ability to analyze data using spreadsheets and online tools and then present this information to an audience who may be unfamiliar with sustainability.
- Ability to interact effectively with Village staff, the public, and Village boards and commissions.
- Proficient in Microsoft Suite (PowerPoint, Excel, Word, Outlook and Publisher).
- Ability to work independently under general direction and within departments of the Village.

#### Preferred Qualifications:

- Knowledge of Adobe Suite (Photoshop, Illustrator and/or InDesign) and SketchUp
- Website creation experience.
- Education and outreach experience in sustainability objectives.
- Knowledge or experience in working with online reporting tools like the EPA's Portfolio Manager or USGBC's Arc.

### Education and Experience:

Minimum Qualifications: Candidate must have a bachelor's degree from an accredited university or college. No other experience is required.

#### Preferred Qualifications:

The ideal candidate will have a Bachelor's degree in natural or environmental science, planning or public policy, or a related field. A preferred candidate has at least one to two years of working experience within sustainability. This could be achieved through an internship or research.

### Employment and Working Conditions:

A majority of the work is performed indoors in an office environment, occasionally performing field visits/observations of practices, projects and environments. Work involves frequently changing priorities and the ability to meet tight deadlines. May require occasional work at off-site locations.