



Position Description Sierra Nevada AmeriCorps Partnership

Tahoe Regional Planning Agency – Stateline, Nv

Position Title:	Type:
<i>Community Engagement Assistant</i>	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

Organizational Background: *The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation’s first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.*

Number of Member Positions at this Site: 1

Site Supervisor’s Name(s) and Title(s):

- *Alyssa Bettinger, Senior Planner*

Position Description: *TRPA is updating our policies and codes to make it easier to build affordable housing, including workforce housing, while continuing to meet and maintain water quality, sustainability, and other environmental thresholds. We have received a grant to integrate equity and climate goals into our policies, including understanding how land use rules and regulations may unintentionally discriminate against lower-income households, how TRPA policies could better address impacts to the climate, and how TRPA regulations may be updated to introduce more opportunity for different groups in the community, including more affordable housing, and to better address climate mitigation and adaptation. This process will be accompanied by a robust community engagement and capacity building program.*

The Americorps member will help with outreach to different community groups, including disadvantaged and historically underserved communities, including helping to design an outreach program, setting up meetings, developing materials, running an outreach booth at community events, and helping facilitate and take notes at meetings. Depending on interest and skills, the Americorps member may be asked to help

with translation (Spanish or Tagalog (not required)), and with other planning-related tasks, such as data collection, literature search on best practices, etc.

Specifically, the member will:

- *Support the development of and help implement a Community Engagement and Capacity Building Plan that will allow TRPA to make informed policy updates to further housing, equity, water quality and climate goals.*
- *Organize and support community outreach and public education events to provide information and solicit input on the Tahoe Living Housing and Community Revitalization Initiative. Organize and support meetings with community groups. Provide input on consultant-generated graphics and visuals to help communicate complex concepts to stakeholders and the public. Develop outreach and communication materials such as fact sheets, e-news, web pages, and infographics, depending on skills. Run outreach booth at events like Farmer's Market, Earth Day, etc. Ability to effectively engage with historically disadvantaged and underserved communities around the Tahoe Basin.*
- *Provide meeting support, including securing facilities, food, and speakers, taking notes and preparing summaries, and following-up on action items.*

Site-Specific Training Provided: *TRPA 101; Overview of Housing and Community Revitalization Team Goals; Community Outreach Training; Booth Training; Working with the Public Training; member may receive training on outreach software such as MailChimp, GIS mapping software, other software, other trainings depending on availability. Americorps member will also be invited to participate in other staff trainings that occur during their tenure, such as any diversity, equity, and inclusion trainings, agency "Learning Labs", and walking tours. Americorps member will also likely participate in Community Capacity Building Training which will be developed through the grant.*

Things to Note:

Working conditions will require in-office work and outdoor work. In office work includes work at the computer and the phone. Work also includes running an outdoor booth at events for periods of 4-9 hours, including driving to the location, setting up the booth, and speaking to the public at the booth. Americorps member will usually be with another staff person at the booth but may sometimes run the booth on their own. May require lifting of up to 25 pounds. Some equipment may weigh up to 50 pounds but Americorps member should ask for assistance if necessary in this case. Work may also include ordering and picking up food, such as catering platters, or selecting food at a grocery store and arranging it for serving at a workshop or meeting. Work may also include weekend meetings, and Americorps member may flex their weekday work hours so as not to exceed allowable hours.

This position is in Stateline, Nevada. The location puts you near many outdoor activities including skiing, snowboarding, mountain biking, and water sports.

Personal vehicle is highly desirable as this position will involve driving to different locations. Because the position is an Americorps position rather than a TRPA position, the member cannot use a TRPA

vehicle. However, support for non-auto travel is a value of the agency and if an interested applicant does not have a car, we still encourage them to apply and we can discuss transportation options for them.

Required Qualifications:

- Bachelor's Degree preferred
- Must be a minimum of 18 years or older
- Must not have a criminal history that precludes the applicant's ability to work with vulnerable populations, such as the youth and elderly

Desirable knowledge and skills:

- Background in science and/or education (coursework or relevant experience)
- Ability to present educational programs to both adult and student audiences
- Public speaking and outreach skills
- Ability to work with local community members, groups and agencies
- Comfort engaging with historically marginalized/disadvantaged communities
- Experience organizing events
- Skills facilitating and/or participating in group meetings
- Ability to lay out work tasks, identify resources, focus work and complete tasks on time
- Strong writing skills
- Independent, highly motivated, and able to meet deadlines with limited supervision
- Passion for the natural environment
- Proficiency using personal computers and Internet
- Ability to travel throughout the region
- Knowledge of land use planning regulations and policies such as housing, development, environmental, and zoning ordinances; and familiarity with public hearing processes desirable
- Spanish or Tagalog language skills

If your Host Site has driving record requirements, please include these here.

If the Americorps member will use their own vehicle, they will need to have a valid driver's license and vehicle insurance with coverage limits of at least \$50,000 property damage and per person bodily injury, and \$100,000 per incident bodily injury coverage.

WORK HOURS		
8-hour days	10-hour days	10+ hour days
100%	0%	0%
Housing Offered through Site:	Vehicle provided for Placement Site work:	

Yes No Yes No

TYPE OF WORK							
Field Work <i>(field surveys, planting, invasive pulls, maintenance, etc.)</i>	Office Work <i>(lab analysis, data entry, GIS, writing, etc.)</i>	Travel <i>(travel to field work and project Sites)</i>	Restoration and Assessment <i>(water quality monitoring, habitat restoration, fish surveys, etc.)</i>	Education <i>(teaching, citizen science, etc.)</i>	Volunteer Recruitment & Management	Member Training <i>(Site-specific training, conferences, and development opportunities)</i>	Other <i>(gear and equipment maintenance, outreach, etc.)</i>
0%	40%	5%	0%	40%	0%	15%	0%

All Full-time members qualify for:

- \$2,318.18 stipend per month
- Standard health, dental, and vision insurance
- Student loan forbearance during the service term
- CA subsidized Child care stipends are available
- Professional Environmental experience and networking
- AmeriCorps members that successfully complete a service term will earn an education award, respective amounts are listed below
- \$500 Training Budget

▪	Estimated Start Date	Total Hours	Hours of Training	Education Award
Full Time	11/1	1700	340	\$10,000.00
3/4 Time	2/1	1200	240	\$4,826.50
Half Time	4/1	900	170	\$3,447.50
Reduced-Half	5/16	675	135	\$2,626.27