



Campus Climate Action Corps Program Coordinator

Please note two positions available

Campus Compact is a national coalition of colleges and universities committed to the public purposes of higher education. As the only national higher education association dedicated solely to higher education civic and community engagement, Campus Compact enables higher education institutions to develop students' citizenship skills and forge effective community partnerships. Our resources support senior administrators, faculty, staff, and students as they pursue community-based teaching, scholarship, and action in the service of positive change.

About the Program

The Campus Climate Action Corps (CCAC) Project is a Campus Compact initiative focused on building the capacity of campuses and their community partners to affect behavioral and technical change leading to energy efficiency and improved at-risk ecosystems for underserved households and communities. The program's initial launch is focused on the Midwest, Northeast, and Southeast. Teams of CCAC AmeriCorps Members hosted by a partner higher education institution will organize community environmental education events, conduct basic home energy assessments, including home energy assistance referrals, and implement low-tech home energy interventions, to help advance knowledge and motivation to increase energy conservation and reduce carbon emissions. CCAC Members will also implement projects in underserved communities that enhance ecosystem health and leverage local volunteers to support CCAC environmental

stewardship activities.

About the Position

Under the direct supervision of the CCAC Program Manager, the CCAC Program Coordinator will work as part of a highly collaborative CCAC program team that also includes a Program Director, Program Manager, and multiple program coordinators. Additionally, the CCAC team is a part of Compact's AmeriCorps team which is made up of staff of multiple Compact sponsored national service programs. The Program Coordinator is responsible for building and supporting a team of AmeriCorps members, including member recruitment, host site support, monitoring, and reporting, tracking member records, and providing general member and programmatic support and compliance with the terms and conditions of the program sponsor, AmeriCorps.

This is a grant funded position which is subject to renewal pending continuation funding.

Essential Functions

Working in collaboration with other staff, the program coordinator will:

- Recruit, select, and onboard AmeriCorps members, including the dissemination of communication and outreach materials, recruiting, interviewing, and evaluating candidates; ensuring all necessary member onboarding paperwork is submitted; completing background checks and AmeriCorps enrollment; and ensuring member set up/training for use of required data systems.
- Ensure members complete all required forms and paperwork, and all host site and AmeriCorps member program files comply with AmeriCorps and Campus Compact expectations.

- Lead AmeriCorps member team development and training programming, including planning and preparing content for training sessions, managing session logistics, and facilitating/presenting at required and optional trainings.
- Provide ongoing support to CCAC members by identifying and responding to needs and provide ongoing responsive coaching throughout their term of service, including site visits and regular check-in meetings.
- Help to oversee a designated portfolio of host sites, including ongoing communication with host site supervisors, conducting site visits and monitoring visits, ensure programmatic benchmarks are being met.
- Assist host sites and members with the designing, organizing, implementing, and evaluating of all environmental program objectives (e.g., home energy assessments, educational events, etc.) and performance measures; assist with creating local partnerships with non-profit and public organizations.
- Oversee AmeriCorps members' timesheet review, time monitoring, and evaluation process, and assist the CCAC Program Manager with all project related monitoring activities.
- Actively support host sites and members in collecting relevant data for program evaluation, performance measurement, and organizational and funder reports; assist with preparing reports for AmeriCorps.
- Assist with program-specific purchasing and support the process of member reimbursements.
- Support program communication/outreach activities by maintaining stakeholder contact lists, maintaining website content, helping to develop and implement social media strategies, and conducting outreach and relationship building of new partners.
- Active participation in Campus Compact, CCAC, and AmeriCorps meetings and activities; occasional travel will be required.

- Other related duties as assigned.

Qualifications:

- A degree and/or certification in a related area. Bachelor's degree preferred.
- Minimum of 2 years relevant program and administrative experience; 3 to 5 years is preferred. Experience with environmental sustainability and environmental education or home energy is strongly preferred.
- Experience with service and/or volunteerism management; experience with AmeriCorps and/or other national service programs is strongly preferred.
- Strong initiative and thrives in a fast-paced environment with demonstrated ability to work independently, identify and resolve day-to-day challenges, and ability to manage multiple priorities.
- Self-motivated, professional, highly organized, and meets established deadlines, with demonstrated attention to detail and ensuring compliance standards.
- Experience with supervising volunteers or staff; exceptional team-building skills, including experience with planning and implementation of workshops, meetings, and events.
- Strong written and oral communication skills; public speaking and facilitation skills preferred.
- Experience with program evaluation, data collection, and reporting is preferred.
- Excellent interpersonal skills and ability to work collaboratively and effectively with team, staff, students, as well as community-based agencies/groups and the public.
- Commitment to diversity, equity, and inclusion.

- Knowledge of and experience with the software necessary to implement related duties, including Google and Microsoft Suites; experience with eGrants preferred.

Compensation

\$46,000-\$54,000 depending on qualifications and experience. Campus Compact provides a very competitive benefits package including national healthcare coverage, a generous paid time off, and a retirement contribution match. The organization prioritizes employee well-being and professional development and lives out those values through a flexible work environment, an inclusive and caring culture, and dedicated resources to professional development.

Location

Campus Compact is headquartered in Boston, MA, with a nationally geographically distributed staff. This position is mostly remote, but with a strong preference that the selected candidate lives in one of the CCAC service areas: Northeast, Midwest, or Southeast to assist with regular, in-person contact with designated host sites and community partners.

The Campus Compact Team

Campus Compact strives to attract and retain a diverse and talented staff who will contribute to the organization's goals, mission, and vision. We encourage individuals of all ethnic, racial, religious, and socioeconomic backgrounds to apply. Campus Compact is committed to increasing the diversity of our nationally distributed team consistent with the values of our coalition. Campus Compact is committed to providing equal employment opportunities to qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual

orientation, national origin, disability, age, height, weight, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member), or any other basis prohibited by law.

Please note that Campus Compact is a proud Employer of National Service. We encourage alumni of AmeriCorps VISTA, AmeriCorps, Peace Corps, and other national service programs to apply.

Application

To apply, please submit:

- Letter of interest linking your qualifications and experience to the responsibilities of the position.
- Current resume or curriculum vitae
- Brief statement (roughly 150-200 words) summarizing the significance of diversity, equity, and inclusion in your own personal or professional life.

Materials should be saved as one Word or PDF file (with your last name in the filename) and emailed to jobs@compact.org with the subject line "CCAC Program Manager Application" as the subject line. Applications should be submitted ASAP and interviewing will begin shortly. Applications will be reviewed on a rolling basis.