



## Marketing and Outreach AmeriCorps Member

**Position Title:** Marketing and Outreach Assistant  
**Position Location:** Hamilton County Conservation District, 1325 E Kemper Road, Suite 115, Cincinnati, Ohio 45246  
**Reports To:** Marketing and Outreach Coordinator  
**Position Duration:** Begins November 6, 2023, and ends October 2, 2024. Requires a minimum of 1,700 hours of service over the service period.

### Benefits:

The member will receive a stipend of up to \$20,400 and the stipend will be paid biweekly. If the term of service is completed successfully, the member may be eligible for a Segal AmeriCorps Education Award of \$6,895. Full-time members have access to healthcare and childcare. The member will not be an employee of Hamilton County Conservation District (HCCD) and is not entitled to any of the benefits or compensation Hamilton County Conservation District provides to its employees. Housing is not available.

### About ORBCorps:

The Ohio River Basin AmeriCorps (ORBCorps) program has been formed to address the issue of poor water quality in Southwest Ohio. Residents are often unaware of our poor water quality and once informed are not really sure how they themselves can have any effect on the problem and the potential solutions. Introducing AmeriCorps members to this area will help expand the education, outreach and data collection efforts to continue to push for cleaner water and better educated residents. At the same time, it will help AmeriCorps members develop skills that will prepare them for employment as a natural resource or water quality professional.

### Overview:

The Hamilton County Conservation District is a political subdivision of the State of Ohio, established in 1945 to work with landowners to help address soil and water conservation issues. The District's purpose is to improve and sustain soil and water quality in Hamilton County, and our mission is to provide resources to meet the conservation needs of Hamilton County land users. Hamilton County Conservation District provides technical assistance, educational programming and other resources to landowners to help them address a diverse range of local conservation issues.

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at [AmeriCorps.gov](http://AmeriCorps.gov).

**Position Description:**

The Marketing and Outreach AmeriCorps Member will work with the Marketing and Outreach Coordinator to develop and implement strategies to meet the marketing needs of the Hamilton County Conservation District. The Member will assist in the development of materials (including videos) to expand the conservation message throughout Hamilton County. The Member will assist in program offerings hosted through the Regional Stormwater Collaborative, this includes the Southwest Ohio and Northern Kentucky Stormwater Field Day and the Rain Barrel Art Project. The Member will work with Hamilton County Conservation District staff to engage the public at local events throughout Hamilton County.

**Essential Position Responsibilities:**

- Comply with all AmeriCorps program guidelines by maintaining service hours, training hours, and service projects as outline in the AmeriCorps Member Service Agreement.
- Interact in a positive, professional and cooperative manner with families, and other District staff; refer appropriate questions or concerns to ORBCorps Program Manager.
- Attend all required training courses and staff meetings and participate in AmeriCorps service projects.
- Maintain clear, positive communication with District staff to ensure smooth operation of programs.
- Assist staffing of public event displays on weekends and evenings.
- Organize, inventory, and maintain equipment and materials needed for programs, events and activities.
- Serve as a liaison with partner environmental organizations, local government and community leaders.
- Assist staff in communicating with the public about the program and development of public engagement programs - including organizing tables and displays for community outreach at public events. Possibly provide public education presentations.
- Assist the Marketing & Outreach Coordinator with marketing and promoting programs using social media platforms, and create videos, web and print material for district programs.
- Assist in coordinating and organizing annual Native Tree and Shrub sale in partnership with the Great Parks of Hamilton County.
- Assist with the running and management of the Regional Storm Water Collaborative.
  - Attend and take notes for the monthly Regional Storm Water Collaborative meetings on the second Thursday of each month.
  - Plan and coordinate Rain Barrel Art Project.
    - Duties include soliciting artwork entries, judging artwork, planning Rain Barrel Art Project Artist workshop on January 6, 2024, and the Artist Reception on April 25, 2024, at the Cincinnati Zoo & Botanical Garden. As well as coordinating Rain Barrel Art Project auction and purchaser pick up.
- Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor and ORBCorps staff.

**AmeriCorps Responsibilities:**

- Mid-term and final performance evaluations conducted by supervisor
- Weekly timesheets

- Member Service Plan for tracking achieved goals
- Member surveys and exit survey.

**Training:** Hamilton County Conservation District will provide the necessary training and oversight to allow the AmeriCorps member to successfully perform all aspects of this position. Additionally, the AmeriCorps member will receive monthly programmatic training on a variety of conservation topics. Training content may include, but is not limited to first aid, CPR, volunteer engagement, native species planting techniques, facilitating public involvement, environmental education, minimum control measures and land management.

**Qualifying Skills and Abilities:**

- Must possess a high school diploma or GED
- Highly organized and detail oriented
- Proficiency with Microsoft Office products
- Experience and comfort speaking in front of a group
- Ability to communicate in a professional, accurate and energetic manner
- Work well within a team: respect and support initiatives of others; communicate in a timely and candid manner with team members and supervisors
- Knowledgeable of social media platforms and comfortable make posts
- A direct working knowledge of watersheds and how humans can impact them
- A direct working knowledge of conservation issues as they apply to natural resources
- Be available on some weekends and evenings
- Must successfully pass a comprehensive background and criminal investigation check.
- A valid driver's license, insurance and a good driving record is required.
- Ability to lift at least 25 pounds

**Preferred Qualifications:**

- Bachelor's degree in public relation, education, or environmental education
- Experience working with Adobe Creative Suite
- Knowledge of the USEPA-NPDES Phase II Storm Water Regulations

**Service Schedule:**

Daily hours for the Education Assistant AmeriCorps member will be 8:00 a.m. - 12:00 noon and 12:30 p.m. - 4:30 p.m. Monday through Friday for a total of 40 hours a week. Some weeknight and weekend hours may be required.

**To Apply:** go to <http://www.hcswcd.org/orbcorps-info.html>. There you can upload a cover letter, resume/CV and 3 references.

The Hamilton County Conservation District is an equal opportunity employer.