



AmeriCorps Member Position Description



Member Position / Title:
Outreach and Education Specialist

of Member Slots in this Position:
1

Member Immediate Supervisor
Michelle Gonzales

Name: Days / Hours of Service:
Primarily Mon.-Fri. 8:30am-4:30pm /
Member can flex weekly time for
weekend outreach events.

Partner Organization Name: Jefferson Parish Coastal Management Department

Organization/Agency Mission and/or Goals:

Jefferson Parish has been involved in coastal restoration and permitting issues for over four decades. The Coastal Management Division is tasked with processing Coastal Use Permits and Parish Infrastructure and Environmental Review (PIER) Certificates; implementing coastal restoration projects; conducting outreach events and school- based presentations; monitoring activities within our coastal zone; and responding to a variety of issues affecting all coastal areas and waterways within Jefferson Parish.

Member Position Summary:

The Service Corps member will be tasked with the continued development of our outreach and community education program. The Corps member will implement outreach and education events throughout the parish. Generally, most projects/events will fall within four categories:

- 1) school-based educational presentations;
- 2) community-based coastal outreach and education events;
- 3) development and maintenance of new and existing outreach presentations, materials, and supplies;
- 4) the continued development/evolution and maintenance of our rotating library exhibit.

Additionally, the Corps member will be asked to assist with the Jefferson Parish Christmas Tree Recycling Shoreline Protection Project, which has run every January or February for the last 30 years.

Member Impact

Service Corps member impact will be assessed by measuring the number of outreach/ community education events during their year. Additionally, the most important long term impact the parish seeks in partnering with a Serve Louisiana Corps member is a multifaceted outreach and community education program capable of targeting specific audiences.

Essential Functions of Position

The following is a list of possible daily activities:

- Organize/plan appropriate outreach and community education presentations and events
- Establish a network of volunteers
- Track and manage volunteers and hours

- Cultivate relationships with community partners
- Design guidelines and timelines for outreach and education events
- Plan, organize, and implement outreach events
- Develop program materials
- Develop informational materials for the public
- Develop systems to track outreach effectiveness
- Assess overall program effectiveness
- Work with Coastal Outreach Specialists

Required Knowledge, Skills, and Abilities

Service Corps member must be strongly proficient in written and verbal communication. Knowledge of Microsoft Word, Excel, and PowerPoint is required. Member must be passionate about outreach and community education work, the coastal environment, and be sensitive to cultural diversity. Demonstrated skills in written and verbal communication is required. Previous coastal/environmental experience is not required.

Required Academic and Experience Qualifications

College/University degree preferred. Past outreach and education experience preferred.

Required Transportation Needs

A private vehicle will be required as the member will need to transport themselves to our Jefferson office and certain outreach events held outside of office hours (e.g. weekend events).