AmeriCorps Community Corps Member – Energy Fair Assistant

**Based:** Custer, Wisconsin Office

**Period of Service**: January 10, 2022 - August 31, 2022

(End date is negotiable – Start date is not)

To Apply

To apply, email a PDF that includes:

1. [Completed a MCHS AmeriCorps Volunteer Wisconsin member application](https://www.midwestrenew.org/9-mchs-americorps-member-application-2021-2022/)
2. A cover letter detailing your qualifications
3. A resume including education, and experience
4. Contact information for three professional references

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline to Apply

Applications will be reviewed as they are received. **An applicant may be selected at any time before December 15, 2021. Please submit your application as soon as possible.**

Job Description

The Energy Fair Assistant will work closely with the MREA’s Energy Fair team to implement and manage [The Energy Fair](https://www.theenergyfair.org/), a clean energy and sustainable living event education event, now in its 31st year. Duties include but are not limited to attendee experience improvements, volunteer program support, general event support.

MREA will assign specific job duties depending on the individual’s skillset and area of interest in order to provide an experience aligned with career goals. Areas where this position can focus include but are not necessarily limited to: Event planning, social media, volunteer coordination, clean transportation and vehicle charging, waste management.

The Marshfield Clinic Health System (MCHS) AmeriCorps Community Corps program offers:

* Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration, and accountability).
* Receive ongoing professional skills training throughout the year to build your resume
* Networking for career placement at all levels of the organization served, with partner organizations and throughout the community.
* Developing value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they’ve invested in the member and what they will be receiving.

Primary Responsibilities

**Administration**

**ORGANIZATIONAL/ COMMUNICATION/ INTERPERSONAL SKILLS**

* Participate in Events Working Group to help plan and implement annual Energy Fair (EF)
* Participate in MREA staff meetings, planning sessions, and other working groups as needed
* Data entry (training provided)
* Basic website editing (training provided)

**Clean Transportation Show**

**CAPACITY-BUILDING SKILLS/ INTERPRESONAL SKILLS**

* Coordination (promoting the adaption of clean vehicles to EF attendees)
* Coordinating vehicle placement during event (training provided)
* Provide general education about EV vehicles to the community and EF attendees
* Analysis of Clean Transportation Show pre and post event to identify improvements to grow involvement in area

**Sustainable Campground Coordination**

**ORGANIZATIONAL SKILLS**

* Promoting the use of MREA’s sustainable campground to the community and EF attendees
* Processing campsite reservations/orders for volunteers, community members, and EF attendees
* Processing campsite orders for exhibitors and attendees
* Work with volunteers to prep campground leading up to and during event to ensure safe access and safe stay for guests

**Volunteer Management**

**COMMUNICATION SKILLS**

* Support MREA volunteer days: Move Some Earth Day (May) & The Energy Fair (June)

**Waste Management**

**CAPACITY-BUILDING SKILLS/ COMMUNICATION SKILLS**

* Participate in waste management coordination to help MREA’s achieve a net zero waste event.
* Educate volunteers and attendees about waste management

Requirements

1. Must be at least 17 years old by September 13, 2021.
2. Must have a minimum of a High School diploma or GED certificate.
3. Members must be able to pass a criminal, FBI, and DMV background check (Note: having a background does not automatically exclude an individual from serving as a member).

Benefits

* Living allowance paid every two weeks during term of service. Payments are approximately $660.06 every two weeks ($11,221 total). Final payroll is determined by member’s tax status.
* Education award of $3,172.50 is provided upon successful completion of service for degree or non-degree courses. (Changes to this amount will be identified in Member Service Agreement)
* Flexible work environment
* Casual dress code
* Free registration to MREA Trainings