



## Community Planning and Civic Engagement Position Susquehanna Greenway River Towns Program

**Service Term:** August 28, 2017 through August 10, 2018

**Compensation:** \$12,800.00 Plus Education Award of \$5,815.00 upon completion of 1,700 hours of service. AmeriCorps Health Insurance Policy.

**Position Title:** Susquehanna Greenway River Towns Program Assistant

**Host Site Location:**

Name: Susquehanna Greenway Partnership

Address: 201 Furnace Road, Lewisburg, PA 17837

**Person to Contact:** Trish Carothers, Program Coordinator, Susquehanna Greenway Partnership  
[tcarothers@susquehannagreenway.org](mailto:tcarothers@susquehannagreenway.org)

AmeriCorps is a real-life education and work experience wrapped into one. As a member, you will learn teamwork, leadership, responsibility and other essential skills that will help you for the rest of your life. And you will gain the personal satisfaction of taking on challenges and seeing results.

The Susquehanna Greenway Partnership (SGP) is a 501 (c)(3) non-profit. SGP advances public and private efforts to connect people with our natural and cultural resources, and promote a sustainable and healthy environment. [www.SusquehannaGreenway.org](http://www.SusquehannaGreenway.org)

The Susquehanna Greenway is a connected landscape of walking and biking trails, river access points, unique river towns, working farms and conserved land that stretches over 500-miles along the Susquehanna River. The Susquehanna Greenway improves the quality of life for the people who live near it, enhances the economic vitality of the communities that foster it, and preserves our natural and cultural resources. It provides opportunities to exercise outdoors, experience nature and explore historic river towns. The Greenway protects our water quality and inspires stewardship and civic pride in places where people love to live, work, play and visit.

**Position Summary:** The River Towns Program Assistant will work as part of the Susquehanna Greenway Partnership River Town technical assistance program. Responsibilities will include community planning and civic engagement of volunteers to assist with park, trail and green infrastructure projects. Additional duties will include planning and conducting educational workshops and events related to the Susquehanna Greenway.

**Minimum Qualifications:**

- Bachelor's degree in community development, community or environmental planning, landscape architecture, environmental studies, recreation management, resource management, or related field.
- Experience with community planning and/or civic engagement preferred
- Strong computer literacy is essential: MS Office; and some familiarity with website content management; experience with GIS, Adobe Illustrator or InDesign a plus
- Ability to manage multiple tasks and work independently
- Excellent verbal and written communications skills
- Some supervisory experience preferred, excellent interpersonal skills required
- At least 21 years of age, be a citizen, national, or lawful permanent resident alien of the United States
- Valid driver's license
- Must be capable of lifting 40 pounds and physical labor.

## Essential functions of the Position:

### Community Planning and Civic Engagement

- Help with community public input meetings and visioning projects.
- Assist local leaders to develop community network analysis.
- Maintain constituent database of community contacts.
- Provide content updates river towns section of Susquehanna Greenway website.
- Work with community volunteers on outreach and publicity for their projects and events.
- Help to organize and train community revitalization teams focused on improving parks, river accesses, walking and biking trails, and sustainable economic development.
- Assist with community assessments and developing community greenway plans.
- Create community profiles.
- Work with key local partners to identify the priority environmental clean-up, restoration or green infrastructure projects.
- Help to develop strategies and grants to support community projects.
- Develop appropriate training materials for volunteers and advocates.
- Recruit and train volunteers, coordinate work days, track volunteer accomplishments.
- Participation in AmeriCorps Group Activities **(Required)**

Members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements' **(Required)**

**Proposed Weekly Schedule:** Monday-Friday 8:30-4:00, some evenings and weekends.

- The responsibilities of this position include working with children, youth, elderly and disabled people, which requires that Members must have all clearances before serving.

Joining AmeriCorps is a way to put your idealism into action. As an AmeriCorps member, you can help make the world a better place: help children learn, protect the environment, or bring needed services to a low-income community.

### AmeriCorps Offers Tangible Benefits

AmeriCorps members can receive student loan deferment, and training, a living allowance and AmeriCorps Health Insurance Policy. After you successfully complete your term of service, you will also receive a [Segal AmeriCorps Education Award](#) to help pay for college, graduate school, or vocational training or to repay student loans.

**Deadline for submissions is June 30, 2017**

**Submit Resume and Letter of Interest to:** Trish Carothers, [tcarothers@susquehannagreenway.org](mailto:tcarothers@susquehannagreenway.org)