



AmeriCorps
Minnesota



Member Position Posting 2022-2023

Job Class: Minnesota GreenCorps AmeriCorps Member

Who May Apply: Open to all qualified job seekers

Date Posted: 5/3/2022

Closing Date: 6/16/2022

Hiring Agency: Minnesota Pollution Control Agency

Work Shift/Work Hours: Day shift

Days of Work: Monday-Friday, 8:00 am - 4:30 pm typical

Salary Range: Stipend \$1027.08 (pre-tax) per 2-week period

Classified Status: Non-Status

Location: Positions available statewide

Position Summary

Minnesota GreenCorps is a statewide AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA), with a mission to preserve and protect Minnesota's environment and strengthen communities. MN GreenCorps members serve full-time at nonprofit organizations, government agencies, or educational institutions throughout the state. Members address critical environmental issues while gaining green job skills and networking with environmental professionals. The Minnesota GreenCorps program anticipates engaging 48 members in the 11 month service term.

Minnesota GreenCorps AmeriCorps Service Term: September 14, 2022 – August 15, 2023

Schedule: Full-time, Monday-Friday, 8:00 am - 4:30 pm typical. Occasional evenings/weekends may be required for some positions.

Locations: 48 positions are available throughout Minnesota. Housing is not provided, members must secure housing near their service location. Applicants may indicate geographic area preferences on the application.

- Northeast: Cloquet, Duluth
- Northwest: Bemidji, Cass Lake, Park Rapids
- North Central: Brainerd
- Metro: Andover, Chanhassen, Chaska, Eden Prairie, Edina, Forest Lake, Golden Valley, Ham Lake, Hastings, Hopkins, Minneapolis, Mound, Robbinsdale, St. Paul
- Southeast: Austin, Faribault, Rochester, St. Peter

Projects: Members serve in one of the four environmental topic areas: Air Pollutant Reduction, Community Readiness & Outreach, Green Infrastructure Improvements, or Waste Reduction, Recycling, & Organics Management. Member activities may include: delivering environmental education, implementing sustainability-related projects, collecting, benchmarking and analyzing data, improving habitat, implementing recycling programs, collaborating with community members, and mobilizing volunteers.

Benefits: Members earn a living allowance disbursed every two weeks in payments of \$1027.08 (pre-tax), health insurance, mental health services with counseling, student loan forbearance on eligible loans, and an education award of up to \$6,495 for education expenses or qualified student loans. Members receive training from the MPCA, develop green job skills, gain professional experience, network with environmental professionals, and are paired with a mentor who provides ongoing guidance.

Minimum Qualifications

- Must be a minimum of 18 years or older.
- Must be a U.S. Citizen, U.S. National, or a lawful permanent resident of the U.S.
- Must be eligible to serve an AmeriCorps service term and make the commitment to complete the 11 month (1700 hour) service term.
- Must have a two year Associates degree or completion of sophomore year in a four-year college program required; preferred qualification of a four-year degree.
- Must have a demonstrated interest in the environment and service and community work.

Preferred Qualifications

- Effective communication, presentation, and writing skills.
- Ability to build and maintain relationships.
- Ability to work well independently and on diverse teams.
- Ability to take initiative and effectively manage projects.
- Ability to research and organize information.
- Functional computer skills: word processing, spreadsheet, database management.

Physical Requirements

- Most positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Most positions require light to moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools.
- Some positions require the ability to work outdoors in adverse weather conditions, such as wind, rain, and high or low temperatures on challenging terrain for up to 8 hours at a time.

Additional Requirements

- Positions that perform driving require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- All positions require the successful completion of a criminal history check, per AmeriCorps regulations.
- All positions require proof of full COVID-19 vaccination or be tested weekly, per state policy.

How to Apply

Visit www.pca.state.mn.us/mngreencorps to learn more about the program, review the available positions and locations in the project summary document, and read the Application Guide.

You must read the Application Guide before starting your application and return to this page! Click "Apply" at the bottom of this page to complete your application. Applicants may indicate the topic area and region of the state where they want to serve on the application. Please be prepared to briefly describe an experience you have had that demonstrates your interest in environmental work on the application as well. You will need to upload a resume in the application system. Applicants are encouraged to include past volunteer experience, why community service is important to them, how

service has positively impacted their community, and/or why they are interested in serving on their application materials.

Application Deadline: Thursday, June 16, 2022

Qualified candidates will be contacted for an interview between mid-June and mid-July. Please be sure the contact information provided on your application is current during this time period.

Contact

If you have questions about the Minnesota GreenCorps program or the position, contact mngreencorps.pca@state.mn.us.

If you have questions about the application process or the status of your application, contact mgcapplication.pca@state.mn.us.

Your rights as a subject of data

Pursuant to Minn. Stat. § 13.43, some of the information that you provide for this application and resume is classified as private data. You are being asked to provide this data to assist the MPCA in considering you for potential service opportunities. You are not legally required to provide any of the requested data. If you supply the requested data, it will be used to consider you for the Minnesota GreenCorps program. If you do not supply the requested data, you will not be considered. Your resume and application will only be available to those personnel within the MPCA, Minnesota GreenCorps, Host Sites, ServeMinnesota, and AmeriCorps whose work assignments reasonably require access. The MPCA has the right to verify information provided. By submitting an application, you are authorizing the MPCA and any agent acting on its behalf to conduct an inquiry into any job-related information contained in your resume and supplemental information. Moreover, you hereby release the MPCA and any agent acting on its behalf from any and all liability of any nature by reason of requesting such information from any person.

An Equal Opportunity Employer

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply. The MPCA does not discriminate with regard to race, color, creed, religion, national origin, sex (including pregnancy), marital status, familial status, status with regard to public assistance, membership or activity in a local human rights commission, disability, age, sexual orientation, gender identity, gender expression, and genetic information.

The MPCA will make reasonable accommodations for all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.