

Conserving Groundwater in Latah County and the Palouse Aquifer Basin

Position Title: Project Coordinator, Water Conservation

Project Sponsor: Palouse Basin Aquifer Committee



Service Description/Position Summary: The member will conduct activities promoting water conservation in Latah County, Idaho on behalf of the Palouse Basin Aquifer Committee (PBAC). Activities will include in-person presentations on water conservation to community groups and schools, and participation in community events. Core activities will also include ongoing development of social media and PBAC website materials promoting water conservation and providing water conservation information. The Member will have opportunities to participate in overall development of this program, including developing educational materials and helping select and incorporate relevant materials from outside sources.

AmeriCorps Requirements:

- Must be at least 18 years of age.
- Must be U.S. citizen, national or lawful permanent resident.
- Must possess high school diploma or equivalent, or commit to earning one prior to receiving award.
- Must be fluent in English.
- Must be able to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Must complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Must commit to and attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Must wear AmeriCorps uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Must have a cooperative manner and the ability to serve as part of a diverse team.
- Must have regular and reliable attendance and dependability.
- AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. You can also serve additional terms but will not receive an additional education award.

Position Requirements:

- Knowledge of and/or desire to learn about water conservation
- Valid driver's license and good driving record

- Strong organizational, time management and project management skills with the ability to work independently as well as part of a team.
- Regular and reliable attendance and dependability.
- Excellent verbal and written communication skills and ability to interact professionally with a diverse team.
- Microsoft Office Suite including Word and Excel
- Openness to learning web design and graphic programs
- Experience using and managing virtual meeting and learning platforms
- A cooperative manner and a willingness to contribute to the spirit of community, volunteerism and teamwork

Preferred Qualifications:

- College degree
- Experience working with community organizations
- Experience creating content and building followings on social media platforms
- Website design and maintenance experience
- Experience educating others
- Knowledge of and/or experience with resource conservation
- Experience explaining complex/technical content to non-technical audiences

Member Benefits Include:

- A taxable living allowance totaling \$15,400 paid twice/month over the term of service.
- Upon successful completion of a term of service, eligible members receive an education award of \$5,176 that can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.
- AmeriCorps gear

Project Location and/or Transportation Needs: Must have valid drivers license, site based in Moscow, and travels to project sites in Latah County.

Dates of Service: Full-time: 8 months, between January and August 2025. Anticipated start date is January 6, 2025 – this may be adjusted.

How to apply: Forward a resume and letter of interest to pbac@uidaho.edu and courtneywarner@pceiamericorps.org , including “PBAC Water Conservation Coordinator” in the subject line. The position will remain open until filled.