



2024-2025 Member Service Assignment Description

Short Description of your organization and mission: The overall goal of the Office of Heat Response and Mitigation tree programs is to impact the community of Phoenix through fostering a more resilient and equitable community by spearheading strategic tree planting initiatives throughout various schools and neighborhoods. Through these efforts, we hope to achieve the following: to mitigate the adverse effects of urban heat islands and to enhance the quality of life for residents, particularly in front line communities.

Position Title: Community Relations Coordinator

Slot Type: 900 total hours, 26 hours/week for 34 weeks.

Reports To: Lora Martens

Location: Office of Heat Response and Mitigation, City of Phoenix

Primary Function/Purpose: The Community Relations Coordinator will engage directly with the community, assisting residents in applying for the Community Canopy Grant. This role involves distributing flyers, educating community members about the benefits of trees, and promoting the importance of urban community forestry projects. The coordinator will serve as a key liaison, ensuring residents are well-informed and supported throughout the grant application process.

Major Responsibilities and Duties: Distributing informational flyers and materials to promote the Community Canopy Grant within target neighborhoods, answering questions from community members about the grant program, assisting residents with the grant application process, including answering questions and offering guidance, maintaining records of community interactions and application support to track engagement and outcomes, etc.

Member Benefits:

- Bi-weekly pre-tax living stipend while in service: \$1,100.00
- Segal AmeriCorps Education award after successfully completing service: \$3,697.50
- Student loan forbearance and interest repayment for qualifying federal student loans
- Professional development opportunities and training

Preferred Qualifications: Bachelor's degree in Environmental Sciences, Communications, or a related field, experience in community outreach, customer service, or environmental education, and speaks Spanish.

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.

For more information, contact:

AmeriCorps@nau.edu | 928-523-6395

To Apply: <https://in.nau.edu/center-for-service-and-volunteerism/apply-ameri-corps/>