

Notetaker

Background:

California's Environmental Protection Agency's CalEnviroScreen 3.0, in Solano County, only South Vallejo received the Disadvantaged Community Designation, which gives this area the highest priority for all state green infrastructure funding. Sustainable Solano, a sustainability non-profit, sees a great need for green infrastructure programs in multiple low-income neighborhoods and communities across the county.

Through their newest program: [Listening Circles](#) they will hold communication/listening sessions in Central Solano County: Fairfield, Suisun City and Vacaville with the goal of accomplish the following: 1) increase the understanding of environmental issues that affect residents' communities; 2) improve access to, and understanding of, environmental information/systems and 3) identify challenges to community-supported green infrastructure plans and records proposed solutions to address them.

To ensure that all information shared during the listening circles is accurate a notetaker will be needed.

About the role:

Notetaker will support project's learning by providing clear and accurate notes as a record of meetings. Notes are essential tools for learning and revision, therefore the work of a Notetaker provides crucial support.

Job description:

- Document dialogue, observations and contributions given throughout listening sessions by participants
- To provide an accurate and full account of the information conveyed listening sessions
To ensure notes are clear and comprehensive
- To provide notes within 24-48 hours to project manager

Qualifications:

- Ability to type fast and accurately, accurate spelling and the ability to extract all relevant information
- Attention to detail
- Interested in social, environmental justice and community work
- Ability to work in a professional, helpful and flexible manner, while maintaining confidentiality at all times.
- Ability to follow directions
- Bilingual is a plus; Spanish preferred
- Reliable transportation

Time Commitment:

January- June for up to 10 sessions in Fairfield, Vacaville and Suisun City.

This is a part-time temporary job position; \$15/hr

If you are interested in being part of this project, email your resume and cover letter to info@sustainablesolano.org with the "Listening Circles Notetaker" in the subject.