

**ENERGY CORPS  
AMERICORPS MEMBER POSITION DESCRIPTION**

**Name and location of host site:** The Energy Coordinating Agency of Philadelphia (ECA), Philadelphia, PA

**Term of service:** October 17, 2011 - August 27, 2012

**Anticipated service schedule:** Members serve 1,700 hours over a 45 week term, including a 3 weeks of required training.

**Position Summary:** The EnergyWorks program provides education and outreach across a 5 county area. These include low-cost audits, no-interest loans, and workshops to moderate and middle income households. This position will require presenting at the workshops, providing information about energy efficient home improvement products, how to conduct routine home maintenance, schedule a home energy efficiency audit, and finance energy efficient building treatments.

**Specific Position Responsibilities:**

- Conduct over 50 workshops providing information on audits and weatherization.
- Organize outreach and marketing to support the program and foster participation using (but not limited to) written materials and social media.
- Work with the Communications Director of ECA.

**Minimum Requirements:**

- Must be over 18 with a high school diploma or GED
- Ability to work independently with limited supervision
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, and is outgoing and personable.
- Basic computer proficiency
- Must pass a background check

**Preferred Requirements:**

- Background in home weatherization
- Background working in a training program
- Excellent public speaking skills
- Highly flexible personal interaction style and ability to relate to people of a diverse economic, education and racial/ethnic background
- Proficiency with Microsoft Word, Excel and email software
- Background in research and documentation
- Resourcefulness and ability to take initiative to solve the problems
- Drivers license



**Benefits:** All Energy Corps members will receive the following benefits:

- Green job training and professional development
- Living allowance of \$12,100 over 45 week term of service
- An AmeriCorps Education Award (\$5,550) upon successful completion of service
- Student loan deferment
- Health benefits
- Child care assistance if qualified

**To Apply:**

Interested applicants must apply through the National Center for Appropriate Technology. To apply electronically complete an AmeriCorps application at <https://my.americorps.gov>.

**Completed applications must be received by Monday, August 22, 2011. Applying early is encouraged.**

For application assistance or more information contact;

Holly Hill at 406-494-8652, [hollyh@ncat.org](mailto:hollyh@ncat.org) or

Jordan Goldsmith at 479-587-3473, [jodang@ncat.org](mailto:jodang@ncat.org)

**Minority and women applicants are particularly encouraged to apply. For additional information about NCAT or the Energy Corps, please visit our web sites at [www.ncat.org](http://www.ncat.org) and [www.energycorps.org](http://www.energycorps.org).**

**It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, sexual orientation, marital or veterans status.**

