

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Wildlife Habitat and Sustainability Educator, National Wildlife Federation, Missoula, MT.

Title: Energy Corps Member

Reports to: Sarah Bates, Deputy Regional Director

Term of service: October 1, 2014-August 31, 2015

Anticipated service schedule: 1700 hours over the course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The Energy Corps member will assist the National Wildlife Federation's education staff to promote environmental stewardship, support sustainable environmental education, and restore/protect wildlife habitat. The focus of the member's work will be developing a strategic multi-year plan to achieve Community Wildlife Habitat certification for Missoula. The member will give presentations, provide outreach at community events and recruit funding partners to underwrite participation by low-income and underserved community members. In addition, the member will engage in Eco-Schools USA education and outreach activities. These include collaborating with existing Eco-Schools in Montana, providing support for those schools, researching contacts for information dissemination, and assessing and analyzing opportunities to increase the efficiency and accessibility of NWF's education programs and local offerings in Montana, seeking in particular to reach diverse and underserved constituents.

Specific Position Responsibilities:

- Community Wildlife Habitat Certification (80% of member's time)
 - Develop multi-year plan to achieve Community Wildlife Habitat certification and establish benchmarks to assess success, including specific goals for initial year of project work
 - Provide presentations to and seek input from potential partners and new participants/volunteers at large community venues, workshops, informal events, and individual meetings
 - Provide outreach at community events: tabling, sharing resources, recruiting volunteers
 - Recruit funding partners
- Eco-Schools USA Education and Outreach activities (20% of member's time)
 - Collect information about existing Eco-Schools in Montana and identify opportunities to expand program in the state
 - Provide support for existing Eco-Schools, e.g. recruiting and training volunteers, achieving program goals, seeking recognition through Eco-School awards, and researching grant and other funding opportunities
 - Assist in arranging Eco-School USA professional development trainings
 - Research whom to contact in school districts and statewide organizations for dispersing information about the benefits of Eco-Schools certification
 - Research events and opportunities for outreach tabling and presenting resources on NWF's education programs
 - Assess and analyze opportunities to increase the efficiency and accessibility of NWF's education programs and local offerings in Montana, seeking in particular to reach diverse and underserved constituents

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a College Degree in Environmental Science, Education, Marketing, or Public Relations is strongly preferred
- Relevant work or volunteer experience in outreach, providing trainings, volunteer management, gardening/restoration preferred
- Sincere and demonstrated interest in environmental sustainability and education
- Skilled public speaker and presenter
- Proficiency with work processing, databases and PowerPoint software preferred
- Strong organizational and communication skills
- Attention to detail and responsible work habits
- Ability to establish and cultivate relationships with potential partners and volunteers
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license and personal vehicle, mileage reimbursement will be provided for any work-related travel
- Member will have recurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$12,100 over term of service
- An AmeriCorps Education Award (\$5,645) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through August 15, 2014 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit an Energy Corps application form. The application form may be downloaded at www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf or www.ncat.org/wp-content/uploads/pdf/energycorps_app_0614.pdf or requested from Jerrid Burk, NCAT Human Resource Specialist. Incomplete applications will not be considered. The completed application form can be emailed to jerridb@ncat.org or sent to:

Jerrid Burk
NCAT Human Resource Specialist
P.O. Box 3838
Butte, MT 59702

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.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 race, sex, creed, color, national origin, age, religion, marital or veteran status, disability, sexual orientation, or political affiliation.