

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Energy Conservation and Sustainability Educator, City of Missoula, Missoula, MT.

**Title:** Energy Corps Member

**Reports to:** Chase Jones, Energy Conservation Coordinator

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

**Anticipated service schedule:** 1700 hours over 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 City of Missoula by conducting an important update to the 2008/2009 Greenhouse Gas Emissions Inventory (GHGEE). The update will help determine if the City has met the first interim goal towards carbon neutrality and will also create the framework on successive inventory updates with clear, replicable methodology. The member will also be responsible for training staff and educating/presenting to the Administration, Staff, Elected Officials, ADAPT leadership, the Missoula Area Sustainability Collaborative (MASC), community groups and the general public. Additionally, the member will research policy and contribute to further top-to-bottom integration of “fostering sustainable behavior” into employee and organizational culture, and City operations, infrastructure, decision making and services.

### Specific Position Responsibilities:

- Greenhouse Gas accounting and reporting
  - Most likely using ICLEI’s ClearPath Tool as the foundation
- Energy and utility tracking and reporting
  - Utilizing the FacilityDude Utility Trac Plus application
- Interfacing with ADAPT, the cross-sector collaborative working on energy conservation, sustainability and climate change on a community-wide scale
- Interfacing with MASC on the Zero Carbon Buildings Challenge
  - Challenge between the City of Missoula, University of Montana and USDA Forest Service Region 1
- Research and presenting policy considerations
  - Topics to include green building or high performance building standards, anti-idling or other sustainable transportation concepts, cradle-to-grave sustainable procurement
- Integrating energy conservation and climate change into employee and organizational culture and structure

### Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor’s Degree and/or work experience is strongly preferred
- Interest and/or familiarity with energy tracking and greenhouse gas accounting
- Ability to independently research technical energy conservation and climate action topics
- Ability to effectively collaborate with experts to extract expertise and problem solve around tasks
- Ability to effectively convey technical topics to a diverse range of audiences
- Skilled public speaker and presenter
- Excellent analytical skills

- Ability to exercise diplomacy
- Ability and commitment to serving the public and being an ambassador on behalf of the City of Missoula as well as AmeriCorps/Energy Corps/NCAT
- Interest in positive community service and action around energy conservation, sustainability and climate change
- Ability to relate to people from diverse backgrounds
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license
- Member **will not** have reoccurring 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](http://www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf) or [www.ncat.org/wp-content/uploads/pdf/energycorps\\_app\\_0614.pdf](http://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](mailto: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](http://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.