

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Educator, Sustainable Business Council (SBC), Missoula, MT

Title: Energy Corps Member

Reports to: Stephanie Ralls, Assistant Director

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: SBC is seeking an Energy Corps member to expand the organization's capacity to inform and motivate the Missoula community to reduce energy consumption across a wide variety of lifestyle and behavioral activities, particularly in consumption habits. The member would be directly involved in developing and implementing SBC's buy local campaigns and monthly educational events, including themes, materials, logistics, and outreach. In addition, the member would develop a new sustainability news reporting program, and help to revise, pilot, and evaluate an existing sustainability training program for small businesses to make it accessible to additional audiences via online and digital media. This is a highly collaborative position in a team-oriented workplace.

Specific Position Responsibilities:

- Help to develop and implement themes and messaging for two Buy Local campaigns that will reach large audiences through newsletters, social media, tabling events, newspapers, and radio stations.
 - Buy Local and Sustainable Holiday Campaign
 - Buy Local Food Campaign
 - Gather and analyze pre- and post-campaign surveys to evaluate results
- Collaboratively coordinate/plan all aspects of nine monthly educational events and one large annual lecture event
 - Develop program theme
 - Book speakers/panelists
 - Facilitate outreach via press releases, social media, etc.
 - Arrange event logistics
 - Solicit evaluations and other feedback related to events
- Develop and pilot sustainability news reporting program
 - Attend local civic meetings, and research local, state, and national policies
 - Create educational and briefing materials and news updates on a monthly basis via SBC website, newsletter and social media
 - Solicit evaluations and other feedback to evaluate and refine program effectiveness
 - Establish program systems and protocols to facilitate continuation by interns in the future
- Collaboratively identify and develop strategies for disseminating portions of an existing sustainability training program to new audiences online and via digital media
 - Research and update existing content
 - Develop infographics, short videos, webinars, web forms, and other online and interactive media, according to skills and interests
 - Pilot among small organizations to assess their sustainability impacts and set improvement goals
 - Evaluate effectiveness of improved program

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree is required
- Ability to work independently with limited supervision, self-motivated, also must work well in a team
- Ability to relate to people from diverse backgrounds
- Strong interpersonal skills, presents self in a professional manner, and possesses strong written and verbal communication skills
- Experience with writing education and outreach materials, journalistic pieces, or professional papers is desired
- Computer knowledge, including Microsoft Office applications
- Experience producing videos, online and/or interactive digital content or platforms is highly desirable
- Knowledge or previous experience in business sustainability practices, energy efficiency, local economies, public policy, and program development would be highly desirable
- Must have a valid driver's license
- Member **will not** have reoccurring access to vulnerable populations

Benefits: All Energy Corps members 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.

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