

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Bio-Energy Educator, Montana State University Northern Bio-Energy Center, Havre, MT.

**Title:** Energy Corps Member

**Reports to:** Jessica Windy Boy, 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:** MSU Northern's Bio-Energy Center is seeking an Energy Corps member to expand their capacity to perform research and educational outreach on biofuels and green technology for the transportation industry. The member will assist in curriculum development for a 2015 summer science camp in addition to participation in educational outreach efforts including tours of the center, biodiesel learning seminars and science fair education opportunities. The member will also be responsible for completing a research project involving Camelina and woody biomass sources used for bio-based jet fuel.

### Specific Position Responsibilities:

- Assist the Director in developing a summer "science" camp for K-12, to be delivered in June of 2015
  - Develop program content based on bio-energy/bio fuels
  - Collaborate with Box Elder and Rocky Boy schools to coordinate summer activities
  - Collaborate with Boys and Girls Club to arrange June 2015 participation
  - Assist Director in writing fundraising requests to local grant sources
- Outreach and Educational events
  - Participate in ABC biodiesel learning seminars as requested by community and K-12 schools
  - Perform tours of the Bio-Energy Center and activities as requested
  - Participate in Techno Expo as well as SIFE (Students in Free Enterprise), and science fair education opportunities
- Conduct a research project involving Camelina and woody biomass sources used for bio-based jet fuel
  - Implement research plan as outlined by Senior Research staff at Center
  - Present findings once experiments have been successfully conducted
  - Develop report of findings
  - Present findings at peer reviewed conferences
  - Publish findings

### Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's of Science degree in biology or chemistry is also required
- Strong laboratory skills and experience
- 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
- Computer knowledge, including Microsoft Office applications

- Expressed interest in sustainability practices, energy efficiency, and renewable energy are highly desirable
- Must have a valid driver's license
- Member will 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](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.