

ENERGY CORPS

AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Residential Energy Educator, Native American Development Corporation, Billings, MT

Title: Energy Corps Member

Reports to: Eileen “Taffy” Lafferty, Development Manager

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 Native American Development Corporation (NADC) seeks an Energy Corps member to assist with implementing programs and events that lead to long term solutions for tribal housing development in Montana. The member will provide training and energy educational services to the tribes in coordination with NADC programs and housing services. Additionally, the member will assist NADC with the development of energy efficiency programs and green housing design. A strong component of this position includes expanding NADC’s partners through existing programs.

Specific Position Responsibilities:

- Develop tribal housing energy curriculum
 - Material will be developed to education and train the participants of the NADC housing program as well as tribal housing authority management
- Design a model housing program
 - Contact tribal housing authorities to collect data on specific housing needs through face to face meetings, telephone calls, and email exchanges.
 - Research federal, state, and private housing programs and services
 - Research and assist in the development of a housing finance program

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor’s Degree is preferred
- Ability to work independently with limited supervision and self-motivated
- Ability to relate to people from diverse backgrounds
- Effective communication and research skills, presents self in a professional manner
- Computer knowledge, including Microsoft Office applications
- Understanding of community organization and development
- Ability to establish effective working relationships
- Must have a valid driver’s license
- Member **will not** have recurring 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 September 7, 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 complete an application in its entirety.

The application form may be accessed at <http://energycorps.org/positions.php#mso> or found at this website: <https://my.americorps.gov/mp/listing/publicRequestSearch.do> . Incomplete applications will not be considered.

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.