

ENERGY CORPS

AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Weatherization and Renewable Energy Educator, National Center for Appropriate Technology, Butte, MT

Title: Energy Corps Member

Reports to: Sarah Crain, Energy Analyst

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 provide renewable energy and energy efficiency education, as well as light weatherization for households throughout the state of Montana. Working in a team of two, the Energy Corps members will perform public outreach by organizing, hosting, and presenting educational events that are focused on energy efficiency and renewable energy in communities across the state. While conducting these education events, the members will identify and conduct light weatherization in several hundred homes. This work will be done cooperatively with an electric and natural gas utility and will include learning experiences with utility staff and operations.

Specific Position Responsibilities:

- Install light weatherization kits in homes around Montana
 - Member will be based in Butte, but will travel extensively within Montana for approximately five months of their term of service
- Develop and conduct energy efficiency education events in communities around the state
 - Events will occur at senior centers and other community organizations where low income or disadvantaged persons will likely be in attendance.
- Develop and conduct renewable energy seminars
 - These trainings will be held in local community settings such as libraries, local government buildings, schools, and at fairs. The focus of these trainings will be the opportunities and practicalities of solar and wind technologies applicable to residential customers.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree and/or work experience is preferred
- Ability to work independently with limited supervision
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, presents self in a professional manner, and is outgoing and personable
- Experienced public speaker and excellent writing skills
- Familiarity with Microsoft Office Suite; high level of comfort with spreadsheet manipulation
- Familiarity with database mining desired
- Background and/or interest in energy and community development issues
- 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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