

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name, location of host site:** Clean Energy Educator, Yellowstone-Teton Clean Energy Coalition, Bozeman, MT

**Title:** Energy Corps Member

**Reports to:** Alicia Cox, 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:** An Energy Corps member will participate and expand two main projects of the Yellowstone-Teton Clean Energy Coalition (YTCEC): Sustainability Series and their Energy Literacy curriculum. The member will organize and host workshops in Montana, as well as identify and establish relationships with similar organizations. The member will also be responsible for scheduling and hosting monthly workshops as well as facilitating the implementation of YTCEC's "Alternative Fuels in Transportation" curriculum.

### Specific Position Responsibilities:

- Expand Sustainability Series Project as well as their Energy Literacy curriculum
  - Organize and host monthly workshops around Montana
  - Provide citizens with resources to make more sustainable decisions in their everyday lives
- Implement "Alternative Fuels in Transportation" curriculum
  - Collaborate with local schools and organizations to present lessons in grades 3-12
  - Host teacher-learning workshops to teach teachers how to use the curriculum in their classrooms

### 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, self-motivated
- 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
- Excellent public speaking skills, ability to present to a wide range of stakeholders
- Experience working on collaborative projects
- Computer knowledge, including Microsoft Office applications
- Knowledge or previous experience in sustainability practices, alternative fuels, energy conservation, and environmental education experience would be highly desirable
- 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 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

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