



Arkansas Energy Corps AmeriCorps Member Position



Service Position Title: Energy Corps Member

Service Location:

City of Fayetteville Community Resources Division
113 W. Mountain St.
Fayetteville, AR 72701

Site Supervisor/Title:

Kyle Belt, CDBG Programs Director

Service Position Summary:

The City of Fayetteville Community Resources and Solid Waste & Recycling Divisions seek an Energy Corps member to provide educational and community outreach support for two programs:

- 1) Community Resources Division – The member will provide hands-on assistance to 100 low-income households through distribution of the CDBG Energy Efficiency & Weatherization Kit Program throughout the City in accordance with HUD guidelines: http://www.huduser.org/portal/datasets/il/il14/ar_RevSec8.pdf
- 2) Solid Waste & Recycling Division – The member will engage 500 individuals in structured energy education activities throughout the service term by providing recycling and trash information door-to-door in low-curbside-recycling-participation neighborhoods in order to help reach the City goal of 70% participation in by 2015.

Essential Functions of Position:

- Assist in providing the CDBG Energy Efficiency & Weatherization Kit Program throughout the City to qualifying low-income and moderate-income households in accordance with HUD guidelines to help residents save money while reducing wasted energy. The member will:
 - Identify qualifying individuals through submitted applications, community outreach presentations, and by reviewing demographic data;
 - Initiate communication in person, by telephone, email, or postal mail;
 - Organize volunteers for door-to-door distribution events in underserved neighborhoods with significant numbers of low-income households;
 - Conduct follow-up surveys with service recipients to determine increased awareness regarding sustainable energy resources, energy efficiency, and other environmentally conscious practices ;
 - Estimate percentage of energy savings compared to unit's existing energy efficiency;
 - Track the number of Energy Efficiency & Weatherization Kits distributed to households within the city limits

- Provide door-to-door education regarding recycling and trash services to increase participation in diversion programs and help residents save money and conserve the energy required to process raw materials through the City of Fayetteville Recycling and Pay-As-You-Throw program. The member will:
 - Identify low-curbside-recycling-participation neighborhoods;
 - Organize volunteers to conduct door-to-door surveys in low-curbside-recycling-participation neighborhoods to gauge awareness of recycling and P.A.Y.T program guidelines and report information to management for improving participation in low-curbside-recycling-participation neighborhoods;
 - conduct public presentations regarding sustainable energy resources, energy efficiency, and other environmentally conscious practices;
 - use Turning Point audience response software to track increased knowledge of presentation participants
- Attend local environmental sustainability group meetings such as Environmental Action Committee, Fayetteville Forward, Environmental Education & Outreach Networking Meeting
- **Access to Vulnerable Populations:** The Arkansas Service Commission has determined that the probability of access to vulnerable populations is so great that all members will undergo all required criminal background checks: NSOPR, FBI, and Arkansas State Police, as well as other states, as necessary.

Knowledge, Skills, and Abilities Required:

- The ability to speak clearly and confidently on energy improvement and recycling education
- Proficiency in the use of a personal computer and related software including Microsoft Works, Excel, and PowerPoint
- Must be able to operate standard office equipment
- Must have good interpersonal skills and teamwork skills including the ability to courteously and effectively interact with a diverse group of people
- Must effectively communicate with others orally and in writing
- Must be able to prepare and deliver presentations to diverse groups of citizens
- Ability to work independently with limited supervision and self-motivated
- Ability to relate to people from diverse backgrounds
- Understanding of community organization and development
- Ability to establish effective working relationships
- Must have a valid driver's license

Academic and Experience Qualifications:

- Must be over 18 with a high school diploma or GED

Commitment Required:

The eleven-month 1700 hour service term will begin October 1, 2014 and will end August 31, 2015.

Training:

- No specific training or certifications required

AmeriCorps Program 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 insurance 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.