

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Educator, City of White Fish, MT

Title: Energy Corps Member

Reports to: Karin Hilding, Senior Project Engineer, Public Works, City of Whitefish

Term of service: October 3, 2016-August 31, 2017

Anticipated service schedule: 1700 hours over the course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The Whitefish City Council has unanimously agreed to initiate a climate action plan and has appointed two councilors and a staff member to represent the city in the new partnership titled Climate Smart Glacier Country. Other partners include Glacier National Park, Flathead Electric Cooperative, Whitefish School District, and many individuals, organizations and businesses. The city would like to bring on an Energy Corps member to conduct an energy audit of the city operations and a greenhouse gas inventory and develop an energy conservation and climate action plan to conserve energy and reduce emissions and ultimately save money on energy costs. The Energy Corps member would also be responsible for developing mutually beneficial strategies to promote sustainability practices and encourage green economic development in partnership with other communities, Glacier National Park, local schools and businesses.

Specific Position Responsibilities:

- Play a lead role in cooperation with city staff, Flathead Electric Cooperative (FEC), and others in the climate solutions partnership to inventory current energy uses and greenhouse gas emissions using Clearpath software or other appropriate evaluation tools
- Assess opportunities to reduce energy use and emissions in city operations, including buildings, infrastructure, public services, equipment and vehicle fleet
- Work with city staff and councilors to draft an energy conservation plan
- Support planning and design of city building and infrastructure projects
 - Projects include a new city hall, parking structure, and wastewater treatment plant
 - Identify and implement energy conservation and/or renewable energy production opportunities
- Participate in preparation of vulnerability assessments that evaluate potential risks to community residents, services and infrastructure from anticipated impacts of climate change
- Provide staff support to the city's designated "energy champion" to partner with FEC and BPA to help identify and implement energy efficiency measures through their energy efficiency programs
- Participate in the Climate Smart Glacier Country partnership to enable broader community engagement in the city's conservation and climate action plan and to support partnership projects for the greater Flathead Valley community and Glacier National Park
 - These may include installation of electric vehicle charging stations; waste reduction, recycling and composting projects; and community education and outreach efforts
 - Conduct public outreach and engagement related to the city's inventory and conservation plan, the climate solutions partnership, and energy conservation opportunities for homes and businesses in the community

- Provide support to Whitefish School District students and staff to improve energy conservation at the schools, involve students in community partnerships, develop curriculum and provide insight into the design of the district's new Center for Applied Sustainability, which is slated for completion in Spring 2017

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a strong educational background and/or experience in energy conservation strategies and sustainable energy management and design is preferred
- Sincere and demonstrated interest in environmental sustainability and energy conservation
- Ability to coordinate and lead project working groups
- Strong data collection and analysis skills desired
- Strong writing and oral communication skills required
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to establish and cultivate relationships with city officials and community partners
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license and personal insured vehicle, mileage reimbursement will be provided for any work-related travel
- Member **will not** have recurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$12,530 over term of service
- An AmeriCorps Education Award (\$5,775) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through August 15, 2016 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 requested from Kaleena Miller, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to kaleenam@ncat.org or sent to:

Kaleena Miller
NCAT Energy Corps Program Director
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. 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.