

ENERGY CORPS

AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Habitat and Sustainability Educator, National Wildlife Federation, Missoula, MT.

Title: Energy Corps Member

Reports to: Sarah Bates, Deputy Regional Director

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 National Wildlife Federation's (NWF) Northern Rockies, Prairies & Pacific Regional Office in Missoula seeks an Energy Corps Member to assist the education staff with promoting environmental stewardship and engaging communities, schools, and partners in opportunities that help develop and connect community stewards, support sustainable environmental education, and restore/protect wildlife habitat. The NWF education programs supported by this work include [Community Wildlife Habitat](#), [Eco-Schools USA](#), [Be Out There](#), and community outreach, all of which are described on the NWF website. This Energy Corps position will empower citizens of Missoula and Montana through enhanced environmental education and hands-on habitat enhancement projects at schools and in local communities.

Specific Position Responsibilities:

- Missoula Community Wildlife Habitat Initiative and Gardening for Wildlife (Primary activities and focus)
 - Recruit volunteer leaders and members for a Missoula Habitat Team to build and expand participation in Missoula Community Wildlife Habitat Initiative
 - Cooperate with Missoula Habitat Team, the City of Missoula and other partners to broaden educational opportunities and events related to sustainable gardening and habitat stewardship
 - Provide presentations to and seek input from potential partners and new participants/volunteers at large community venues, workshops, informal events, and individual meetings
 - Provide outreach at community events: tabling, sharing resources, recruiting volunteers
 - Promote NWF's Gardening for Wildlife program and certified habitat opportunities throughout Montana, in cooperation with regional and national staff
 - Conceptualize and prepare funding proposals and seek in-kind support to broaden opportunities for participation by low-income and underserved community members (e.g., sponsored certifications and community projects)
 - Supervise a wildlife intern conducting an educational project related to sustainable gardening and wildlife habitat enhancement
 - Monitor progress toward articulated goals through certification and other metrics
 - Engage in self-assessment and performance evaluation with supervisors
 - Update and revise strategic plan at end of service period to reflect lessons learned and new opportunities, seeking in particular to reach diverse and underserved constituents
- Eco-Schools USA and Education Outreach (Secondary activities)
 - Provide support for existing Eco-Schools, e.g. recruiting and training volunteers, achieving program goals, seeking recognition through Eco-School awards, and researching grant and other funding opportunities
 - Promote sustainable gardening and habitat enhancement at schools through NWF's Schoolyard Habitat certification program



- Contact school districts and statewide organizations for dispersing information about the benefits of Eco-Schools certification; recruit new Eco-Schools
- Coordinate with SMART Schools and other energy efficiency/sustainability programs and environmental education activities currently utilized by Montana schools
- Plan and conduct outreach tabling and presenting resources on NWF's education programs
- Develop and lead educational habitat and sustainability-related activities for K-12 students
- Compile and write up information gained in research for future NWF use
- Identify and follow up on opportunities to reach diverse and underserved constituents
- Plan community outreach events with partners

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a College Degree in Environmental Science, Education, or Natural Resources is strongly preferred
- Relevant work or volunteer experience in outreach, providing trainings, volunteer management, gardening/restoration preferred
- Sincere and demonstrated interest in environmental sustainability and education
- Skilled public speaker and presenter
- Proficiency with word processing, databases and PowerPoint software preferred
- Strong organizational and communication skills, including ability to manage social media page and write blog posts
- Attention to detail and responsible work habits
- Ability to establish and cultivate relationships with potential partners and volunteers
- Ability to thrive in a multiple-task environment with humor and flexibility
- 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
- Must be able to lift 30lbs (carry/set up folding table and tent canopy etc)
- Ability to think creatively to promote NWF programs
- Knowledge of Montana flora and fauna a plus
- Member will 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
 - NWF online training programs and in-person orientation with regional Education staff
 - Additional mentoring on and evaluation of member's skills relating to volunteer management, outreach and marketing, public speaking, presentations and coalition building
- Living allowance of \$12,530 over term of service
- Fun and supportive work environment
- 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.