

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Educator, Missoula County, Missoula, MT

Title: Energy Corps Member

Reports to: Karen Hughes, Assistant Director, Missoula County Community and Planning Services

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: In June 2016, Missoula County adopted a new growth policy which sets the following goal: Reduce Missoula County's contribution to climate change while promoting resiliency and adapting to its impact on the natural environment and communities. The growth policy further delineates a number of objectives including the convening of a working group to investigate the current level of greenhouse gas emissions generated from county facilities and develop a climate change monitoring, mitigation, and adaptation plan for Missoula County or participate in other local working groups. An Energy Corps member is desired to play a lead role in jump-starting the county's climate action program. As an initial step, we would like to work with an Energy Corps member to help establish a method to complete a greenhouse gas emissions assessment for the county and complete the baseline inventory. (70-80%) This work will provide a framework for successive emissions assessments that can be used to track progress once we complete and start to implement an energy and climate action plan. We will be able to collaborate with the City of Missoula and learn from their initial assessment. In addition to the greenhouse gas inventory, we anticipate that an Energy Corps member can help us build capacity with his/her participation in activities described in more detail below.

Specific Position Responsibilities:

- Develop a greenhouse gas inventory procedure for Missoula County operations and complete the baseline inventory (70-80%)
 - Develop an energy and climate action working group for the county and help facilitate initial meetings as well as public meetings with elected officials
- Assist in building county capacity to tackle energy and climate change issues (20-30%)
 - Network and help continue to develop a cross-jurisdictional collaborative working on climate change and energy conservation
 - Research and present policy and program considerations particularly regarding those action items outlined in the Missoula County Growth Policy such as land use, energy conservation, waste reduction, etc.
 - Represent the county in regards to energy conservation and climate action

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
- Strong interest in energy conservation, sustainability, and climate change resiliency in small urban areas and rural western communities

- Interest and/or familiarity with energy tracking and greenhouse gas accounting
- Ability to conduct research on energy conservation and climate action topics that are applicable to Missoula County, both for the urban area and rural communities
- Commitment to serving the public and representing Missoula County, as well as AmeriCorps/Energy Corps
- Strong data collection and analysis skills desired
- Strong public speaking skills required
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to exercise diplomacy with sensitivity to the variety of perspectives among county staff, elected officials, and the public
- Resiliency in the face of difficulty and challenges that can come from tackling new policy topics.
- Ability to thrive in a multiple-task environment
- Ability to effectively convey information about a technical topic to a general audience
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance between taking direction and being a self-starter.
- Must have a valid driver's license and personal vehicle with insurance, 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.