

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

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

Title: Energy Corps Member

Reports to: Chase Jones, Energy Conservation Coordinator

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

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

Position Summary: In January 2013 the Missoula City Council unanimously adopted the City of Missoula's Energy Conservation & Climate Action Plan. The Plan states the bold overall goal of carbon neutrality by 2025 and focuses on the built environment, transportation, renewable energy, people and policy. Since adoption, progress continues toward that goal on the municipal level, and has catalyzed goal setting and action at the community scale. Once such action occurred in February 2016, when the Missoula City Council unanimously adopted Resolution 8044 supporting the creation of a Zero Waste Plan, setting a waste reduction goal of 90% by 2050. . The Resolution directs City staff to conduct a baseline waste stream study, and to lead the community process to develop a Zero Waste Plan for Missoula. The Energy Corps member's service activities will address the gap in information around Missoula's waste stream and contribute to a forward thinking roadmap and strategy to diverting unnecessary waste from the landfill – both obvious unmet needs determined by City leaders and the community. Service activities will also inform ongoing City and community greenhouse gas emissions inventories and tracking, advance Missoula's energy conservation and climate action plans, support ongoing climate action mitigation and adaptation activities and augment the City Growth Policy.

Specific Position Responsibilities: In partnership with Missoula's Energy Conservation Coordinator and community partners:

Zero Waste Plan Development (50%)

- Facilitate City of Missoula waste stream baseline study
- Develop and coordinate Zero Waste Plan community stakeholder groups and process
- Identify and Research Zero Waste objectives and strategies; and recommend short-, medium- and long term actions
- Refine and improve the City's internal zero waste pilot program
- Develop and deliver communications, reports, presentations, education and outreach materials and content

Energy Conservation & Climate Action Plan Advancement (30%)

- Gather, track, refine and analyze both City and community-wide greenhouse gas emissions and energy/climate/sustainability data and metrics
- Research and develop policy considerations such as Healthy and High Performance Building Standards and Cradle-To-Grave Procurement
- Advance the City of Missoula's "2016 Solar Roadmap"

- Advance integration of energy conservation and climate action into employee wellness program and general employee culture
- Develop and deliver communications, reports, presentations, education and outreach materials and content

Support City/Community Partnerships and Community Engagement (20%)

- Develop “Summer Smart” cooling and energy conservation/efficiency resource guide
- Interface with Climate Smart Missoula
- Strengthen relationships and collaboration with Missoula County, University of Montana and other local governments and state agencies in Montana
- Broad community outreach and event representation, participation and involvement.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor’s Degree and/or work experience is
- Ability to develop and manage successful, collaborative initiatives and projects aligned with strategic priorities that involve a diversity of partners, including City staff and community leaders.
- Working knowledge of energy conservation, sustainability and climate action concepts. Especially, Zero Waste concepts, baseline studies and/or plans.
- Skill in the research, development and evaluation of policies and programs, including skills in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines. Ability to anticipate problems and address them proactively.
- Ability to initiate, establish and foster communication and teamwork alongside an energetic and dynamic team by maintaining a positive, cooperative, productive work atmosphere in the City and with external partners.
- Demonstrated ability to use tact, diplomacy and professionalism to effectively handle a broad range of situations with diverse personalities, and to respond appropriately to conflicts.
- Proficient and comfortable public speaker and presenter.
- Experience organizing and facilitating stakeholder groups.
- Ability to create education and outreach content and materials.
- Demonstrated leadership capacity.
- Ability and commitment to serving the public and being an ambassador on behalf of the City of Missoula as well as AmeriCorps/Energy Corps/NCAT
- Ability to relate to people from diverse backgrounds
- 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 reoccurring 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.