

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: State Energy Office, Department of Environmental Quality, Helena, MT.

Title: Stakeholder Engagement (80%) / Other Energy Office (20%)

Reports to: Laura Rennick Andersen, Energy Bureau Chief

Term of service: November 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:

The Energy Corps member will assist Montana's Department of Environmental Quality (DEQ) with outreach and engagement with a variety of stakeholders and stakeholders groups relevant to the future of energy in Montana. The Montana Energy Office is preparing an Energy Blueprint for Montana and this work must include active and in-depth engagement with stakeholders. Stakeholders may be other state agencies, non-profit organizations, advocacy groups, educational entities, local governments, coalitions, elected officials, and individuals. Maintaining high levels of communication, providing good information in a timely manner and being responsive to stakeholder requests are all priorities of the Energy office. The Energy office intends, with the support of an Energy Corps member, to engage stakeholders on a variety of topics, including but not limited to: energy efficiency, financing opportunities, tax credits and incentives, alternative transportation, municipal sustainability efforts, schools, community solar, efforts in tribal communities, etc. The Energy Corps member will assist the bureau chief by identifying and documenting stakeholders, grouping stakeholders by interest, coordinating meetings (planning, hosting, and follow up), developing objectives and work plans so that stakeholder groups are productive and work to advance particular energy efforts in Montana.

Specific Position Responsibilities:

- Ability to communicate clearly and effectively with a wide variety of audiences.
- Develop and distribute education and outreach materials to interested parties on relevant topics. Delivery methods may include hard copy, electronic, or in-person.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree and/or work experience in environmental science or a related field is strongly preferred
- Interest in and/or familiarity with energy issues including efficiency, conservation, renewable sources, and transportation
- Skilled in verbal and written communications and has an interest in transferring information to varied audiences
- Ability to relate to people from diverse backgrounds
- 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 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 October 31, 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 Emily Caponi, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to emilyc@ncat.org or sent to:

Emily Caponi
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.