

**ENERGY CORPS  
AMERICORPS MEMBER POSITION DESCRIPTION**

**Name and location of host site:** Energy Services, National Center for Appropriate Technology, Butte, MT

**Title:** Energy Corps Member

**Reports to:** Stacie Peterson, Energy Services Director

**Term of service:** March 1, 2017 – August 31, 2017

**Anticipated service schedule:** 900 hours over course of service term. Roughly 40 Hours per week.

**Position Summary:** The Energy Corps member will work to support and increase awareness of the Montana Resource Efficiency Program and NCAT Energy Services. The position will offer the opportunity to further the member's understanding of energy systems, such as lighting, HVAC, motors, building envelope, and controls, by working with energy efficiency professionals in commercial, government, and institutional buildings to perform energy audits and develop energy conservation projects. The Energy Corp member will assist in the development of resource efficiency case studies for the Montana Resource Efficiency program website. The member will also present educational materials focused on energy efficiency and conservation to schools, business owners, and institutions across the state.

**Specific Position Responsibilities:**

- Outreach for the Montana Resource Efficiency Program and NCAT Energy Services
- Assist in energy audits of commercial buildings throughout Montana, the position will be based in Butte, MT
- Assist in the development of energy conservation projects in commercial buildings throughout Montana
- Develop case studies of energy efficiency projects
- Present case studies and educational materials via online and in-person educational platforms

**Minimum Requirements:**

- Must have a background in energy efficiency and working knowledge of lighting, motors, HVAC, and building systems
- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Ability to work independently with limited supervision
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, presents self in a professional manner, and is outgoing and personable
- Experienced public speaker and excellent writing skills
- Familiarity with Microsoft Office Suite
- Background and/or interest in energy and community development issues
- Must have a valid driver's license
- Member **will not** have reoccurring access to vulnerable populations



**Benefits:** All Energy Corps members will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$6,265 over term of service
- An AmeriCorps Education Award (\$2,865) upon successful completion of service
- Health benefits and child care assistance if qualified

**APPLICATION PROCESS:** Applications will be accepted through February 10, 2017 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](http://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](mailto:emilyc@ncat.org) or sent to:

Emily Caponi  
NCAT Energy Corps Program Director  
P.O. Box 3838  
Butte, MT 59702

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