

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Alternative Transportation Educator, BikeWalk Montana, Helena, MT

Title: Energy Corps Member

Reports to: Melinda Barnes, Executive Director

Term of service: September 16, 2015-August 15, 2015

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

Position Summary: BikeWalk Montana (BWMT) seeks an Energy Corps member to assist with cultivating mutually beneficial relationships with all active transportation advocacy groups and clubs throughout the state, including but not limited to the Dept of Transportation, business, tourism, health, recreation education, economic development, environment land use, youth and underserved communities. The member will be involved in several projects related to the areas of education and outreach, partner development, expanding organizational capacity, and more. More details regarding each project are provided below.

Specific Position Responsibilities:

- Conduct education and outreach relating to safe walking and bicycling
- Organize and assist in hosting the BWMT Annual Summit in the Spring of 2016
- Assist with the statewide Commuter Challenge in May 2016
- Develop promotional and educational materials for BWMT
- Update website content, social media, and publish monthly newsletters
- Increase BWMT stakeholder outreach
- Research/identify grant opportunities for BWMT projects
- Assist with integrating Bike Walk Helena as a program of Bike Walk Montana

Minimum Requirements:

- Must be over 18 with a high school diploma or GED, Bachelor's Degree preferred
- Communications, Marketing, or Public Relations majors preferred
- Interest in active transportation and/or commuting by bicycle/foot
- Ability to work independently with limited supervision and self-motivated
- Ability to relate to people from diverse backgrounds
- Strong oral and written communication skills
- Proficient computer skills, including Microsoft Office applications
- Excellent organization skills and an eye for detail
- Ability to establish effective working relationships
- Experience with social media platforms
- 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 \$12,530 over term of service
- An AmeriCorps Education Award (\$5,730) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through August 16, 2015 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 Jerriid Burk, NCAT Human Resource Specialist. Incomplete applications will not be considered. The completed application form can be emailed to jerridb@ncat.org or sent to:

Jerrid Burk
NCAT Human Resource Specialist
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.