

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Climate and Waste Reduction Educator, Home ReSource and Climate Smart Missoula, Missoula, MT.

**Title:** Energy Corps Member

**Reports to:** Jeremy Drake, Education Program Manager at Home ReSource and Amy Cilimburg, Director at Climate Smart Missoula

**Term of service:** September 16, 2015-August 15, 2016

**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:** Home ReSource and Climate Smart Missoula are two separate but linked entities who will share an Energy Corps service member in Missoula, MT. Home ReSource is an established organization working on issues and opportunities to move Missoula toward zero waste, one of the community's key focal areas. Climate Smart Missoula is a new effort to address and connect community energy, climate, and sustainability efforts among various focal areas. The Energy Corps member would gain experience in community engagement, including working with leadership teams, offering strategic input, and learning about non-profit management and development. S/he will split their time between these organizations each week, depending on both the project needs described below as well as member interest.

### Specific Position Responsibilities:

- Home ReSource: The Energy Corps member will be instrumental in building a fifth grade education program and providing the capacity to deliver it. Additionally, the member will be directly involved in building community support and leadership necessary to make Missoula a Zero Waste community.
  - Educational program development
    - Refine existing lesson plans and identify opportunities to align it with both the Montana K-12 Science Content Standards Framework and the Next Generation Science Standards
    - Coordinate logistics associated with the education program; a one hour classroom session and a two hour Home ReSource session per class
    - Assist in and possibly spearhead the delivery of the program both in the classroom and on-site at Home ReSource (Depth of involvement will be determined based on interest and experience)
  - Zero Waste Community Initiatives
    - Work with Zero Waste Missoula to produce community outreach materials and a presentation
    - Identify and coordinate outreach opportunities with neighborhood councils, service clubs, civic groups, high school clubs, and other community entities
    - Assist in and possibly spearhead the delivery of the Zero Waste community outreach and education program (Depth of involvement will be determined based on interest and experience)
- Climate Smart Missoula: The Energy Corps member will work closely with the Director and will join and fully participate in the cross-sector community Leadership Team that works to advance energy and climate initiatives. The member will help set strategic direction and assist with the full launch of Climate Smart Missoula in the fall of 2015.
  - Co-develop a program with the City of Missoula and Climate Smart to measure community greenhouse gas emissions and other climate metrics, collect data, develop report, and present findings

- Develop educational materials and initiatives with community partners around the interface of climate, energy, local food and agriculture, and more
- Help develop and implement a strategy for the Missoula Community for issues surrounding wildfire smoke, addressing vulnerable populations, social equity, and climate preparedness
- Craft creative outreach materials and website and social media content and represent Climate Smart at community events
- Work creatively to inspire a more positive and tangible discourse around climate change

**Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; a College Degree and/or strong interest in energy, climate, waste reduction, and sustainability is strongly preferred
- Experience with working with kids in a fun, educational setting
- Skilled in verbal and written communications and has an interest in transferring information to varied audiences via presentations, websites, social media and other non-traditional venues
- Proficiency with word processing, databases and PowerPoint software preferred
- Possesses analytical skills and an affinity for database and detail work
- Enjoys working both independently and as a team player
- Ability to effectively collaborate with diverse experts and problem solve around tasks
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license
- Member will 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 \$12,100 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](http://www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf) or requested from Jerrid Burk, NCAT Human Resource Specialist. Incomplete applications will not be considered. The completed application form can be emailed to [jerridb@ncat.org](mailto: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](http://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.