

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

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

Title: Energy Corps Member

Reports to: Chase Jones, Energy Conservation Coordinator

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

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 an Energy Conservation & Climate Action Plan for municipal operations. The Plan states the bold goal of carbon neutrality by 2025 with interim goals in 2015, 2017 and 2020. The City's previous Energy Corps member established protocols and methods to replicate municipal greenhouse gas accounting annually – and that process is now in place as a vital measurement and analysis tool. An Energy Corps member for 2015-16 will add much needed capacity to continue marching towards emissions reduction goals, while educating staff, elected officials and the public around City energy conservation and climate action initiatives. The Energy Corps member will be responsible for the specific tasks detailed below.

Specific Position Responsibilities:

- Municipal and Community Greenhouse Gas accounting (using ICLEI's ClearPath Tool) and reporting
- Interfacing with Climate Smart Missoula, the cross-sector collaborative working on energy conservation, sustainability and climate change on a community-wide scale
- Energy and utility tracking, benchmarking and reporting
 - Working with the State Department of Environmental Quality and EnergyCap/Energy Star Portfolio manager tools
- Research and presenting policy considerations
 - Topics to include healthy and high performance building standards, anti-idling or other sustainable transportation concepts, cradle-to-grave sustainable procurement
- Developing and delivering content and programming under the City's "Fostering Sustainable Workplace" and "Towards Zero Waste" plans
- Research and determine feasibility of a residential community collective solar pv purchasing and marketing, or "Solarize" program for Missoula
- Bolstering the City's online energy conservation and climate action content and presence
- Development of a guide to "green" or "Climate Smart" Missoula events and festivals
- 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 strongly preferred
- Interest and/or familiarity with energy tracking and greenhouse gas accounting

- Ability to independently research technical energy conservation and climate action topics
- Ability to effectively collaborate with experts to extract expertise and problem solve around tasks
- Ability to effectively convey technical topics to a diverse range of audiences
- Skilled public speaker and presenter
- Excellent analytical skills
- Ability to exercise diplomacy
- 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
- Interest in positive community service and action around energy conservation, sustainability and climate change
- 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
- 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 \$12,100 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 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 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.