

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Recycling Educator, Recycle Montana Inc. (non-profit), Helena, MT

Title: Energy Corps Member

Reports to: Candi Zion, President

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: The Energy Corps member will aid Recycle Montana in the education of Montanans regarding waste reduction and statewide recycling resources through educational programs, events, guides, the newsletter and the website, and help the Recycle Montana board with membership development and in researching grants.

Specific Position Responsibilities:

- Recycling/waste reduction presentations. Audiences include K-12 schools, public and private higher education institutions, organizations, city, county and tribal governments.
- Promote recycling through presentations, displays, and/or recycling at community and government events.
- Aid Recycle Montana board members in the development and update of existing technical guides for consumers.
- Help Recycle Montana board create a newsletter which currently is quarterly.
- Work with Recycle Montana board members or designated persons to update and expand website.
- Spend up to 20% time in aiding Recycle Montana board with membership development/grant research which involves identifying potential members and helping with mailing, and researching grant possibilities that will be written by board members or designated persons.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree and/or work experience is 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.
- Interest in helping those with disabilities.
- Strong communication and organization skills.
- Enthusiasm for waste reduction, recycling, and community development.
- Computer and publishing skills for print and online media are a plus.
- 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 an impact statewide and increase recycling/waste reduction.
- Excellent 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 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.