

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Sustainability and Habitat Educator, National Wildlife Federation, Missoula, MT.

**Title:** Energy Corps Member

**Reports to:** Sarah Bates, Deputy Regional Director

**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:** The Energy Corps member will engage in outreach regarding the National Wildlife Federation's (NWF) [Eco-Schools USA](#) program: recruiting new Eco-Schools through teacher-training workshops and other outreach; providing support for existing Eco-Schools; and assessing and analyzing opportunities to increase the efficiency and accessibility of NWF's education programs and local offerings in Montana, seeking in particular to reach diverse and underserved constituents. In addition, the member will promote wildlife-friendly gardening, with an emphasis on the [Missoula Community Wildlife Habitat Initiative](#). The member will give presentations, provide outreach at community events and recruit funding partners to underwrite participation by low-income and underserved community members.

### Specific Position Responsibilities:

- Eco-Schools USA Education and Outreach activities (primary activity)
  - Contact existing Eco-Schools in Montana to gather information about their programs and opportunities to expand this program in the state
  - Provide support for existing Eco-Schools, e.g. recruiting and training volunteers, achieving program goals, seeking recognition through Eco-School awards, and researching grant and other funding opportunities
  - Plan and conduct Eco-School USA professional development trainings
  - Contact school districts and statewide organizations for dispersing information about the benefits of Eco-Schools certification
  - Coordinate with SMART Schools and other energy efficiency/sustainability programs and environmental education activities currently utilized by Montana schools
  - Plan and conduct outreach tabling and presenting resources on NWF's education programs
  - Compile and write up information gained in research for future NWF use
  - Assess and analyze opportunities to increase the efficiency and accessibility of NWF's education programs and local offerings in Montana, seeking in particular to reach diverse and underserved constituents
- Community Wildlife Habitat/Gardening for Wildlife (secondary activity)
  - Work with Habitat Team formed in 2015 to build and expand participation in the Missoula Community Wildlife Habitat Initiative and achieve recognition of Missoula as Montana's first certified Community Wildlife Habitat
  - Cooperate with the City of Missoula and other partners to provide updated information about habitat certification and opportunities for volunteer participation
  - Provide presentations to and seek input from potential partners and new participants/volunteers at large community venues, workshops, informal events, and individual meetings
  - Provide outreach at community events: tabling, sharing resources, recruiting volunteers

- Recruit funding partners to underwrite participation by low-income and underserved community members (i.e., sponsored certifications)
- Monitor progress toward articulated goals through certification and other metrics
- Engage in self-assessment and performance evaluation with supervisors
- Update and revise strategic plan at end of service period to reflect lessons learned and new opportunities, seeking in particular to reach diverse and underserved constituents

**Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; a College Degree in Environmental Science, Education, Marketing, or Public Relations is strongly preferred
- Relevant work or volunteer experience in outreach, providing trainings, volunteer management, gardening/restoration preferred
- Sincere and demonstrated interest in environmental sustainability and education
- Skilled public speaker and presenter
- Proficiency with work processing, databases and PowerPoint software preferred
- Strong organizational and communication skills
- Attention to detail and responsible work habits
- Ability to establish and cultivate relationships with potential partners and volunteers
- 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 and personal vehicle, mileage reimbursement will be provided for any work-related travel
- 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.