

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Education and Outreach Assistant, National Wildlife Federation, Missoula, MT.

**Title:** Education and Outreach Assistant, Energy Corps Member

**Reports to:** Naomi Alhadeff, Montana Education Coordinator

**Term of service:** October 1, 2018-August 31, 2019

**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 National Wildlife Federation's (NWF) Northern Rockies, Prairies & Pacific Regional Office in Missoula seeks an Education and Outreach Assistant AmeriCorps Member, to assist the Montana Education Coordinator with promoting environmental stewardship and engaging communities, schools, and partners in opportunities that help develop and connect community stewards, support sustainable environmental education, and restore/protect wildlife habitat. The NWF education programs supported by this work include Eco-Schools USA, Garden for Wildlife, and many community outreach opportunities.

Founded in 1936, the National Wildlife Federation's mission is to unite Americans to ensure wildlife thrive in a rapidly changing world. Since its inception NWF has united Americans who believe that our air, water, and wildlife habitats are valuable resources to be protected for future generations. We believe that a community's and regions' sustainable future depends on community members' direct engagement in stewardship activities. This AmeriCorps position, the Education and Outreach Assistant, will empower citizens of Missoula and Montana through enhanced environmental education and hands-on habitat enhancement projects at schools and in local communities.

### **Specific Position Responsibilities:**

#### Eco-Schools USA

- Recruit and provide support for existing Eco-Schools, primarily through connecting schools with regional staff and organizational resources
- Promote sustainable gardening and habitat enhancement at schools through Schoolyard Habitat certification program
- Coordinate with SMART Schools, Home ReSources, and other energy efficiency/sustainability programs and environmental education activities currently utilized by Montana schools, focused primarily on Schoolyard Habitat development and support
- Compile and write up information gained in research for future NWF use
- Identify and follow up on opportunities to reach diverse and underserved schools and communities

#### Missoula Community Wildlife Habitat Initiative and Gardening for Wildlife

- Recruit and engage volunteers for a Missoula Habitat Team to expand participation in Missoula Community Wildlife Habitat Initiative
- Engage and support at least one newly registered community within Montana
- Organize or attend community events to promote NWF (charity nights, markets and festivals, volunteer events, neighborhood council meetings)
- Provide presentations to and seek input from potential partners and new participants/volunteers at large community venues, workshops, informal events, and individual meetings



- Promote NWF's Gardening for Wildlife program and certified habitat opportunities throughout Montana, in cooperation with regional and national staff
- Monitor progress toward articulated goals through certification and other metrics
- 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

#### Outreach and Regional Opportunities

- Provide targeted outreach at community events: tabling, sharing resources, recruiting volunteers
- Promote NWF programs through social media (blogs, create/post flyers, social media, etc.)
- Help plan and organize at least one Habitat Stewards training
- Conceptualize and prepare funding proposals and seek in-kind support to broaden opportunities for participation by low-income and underserved community members (e.g., sponsored certifications and community projects) for both Eco-Schools and Garden for Wildlife programs
- Certification as a Master Naturalist, Facilitator of Project WET, WILD, and Learning Tree
- Engage in self-assessment and performance evaluation with supervisors
- Opportunities for grant writing to expand work in Montana or other training opportunities

#### **Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; a undergraduate degree in Natural Resources, Environmental Science, or Education strongly preferred
- Relevant work or volunteer experience in outreach, providing trainings, volunteer management, gardening/restoration preferred, knowledge of Montana flora and fauna a plus
- Sincere and demonstrated interest in environmental sustainability and education
- Comfortable public speaker and presenter, with desire to improve skills
- Proficiency with Microsoft Office suite; plus InDesign or Photoshop skills preferred
- Strong organizational and communication skills, including ability to manage social media and write blog posts
- Attention to detail and responsible work habits, ability to thrive in a multiple-task environment where it's necessary to prioritize activities daily and occasionally seek support from team members to meet deadlines
- Ability to establish and cultivate relationships with potential partners and volunteers
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Member will present self in a professional manner to promote NWF programs, and is outgoing and personable
- Member must be self-starter, think creatively, while balancing supervisor direction professionally
- Must have a valid driver's license and personal insured vehicle, mileage reimbursement provided
- Must be able to lift 30lbs (carry/set up folding table and tent canopy, etc.)
- 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
  - NWF online training programs and in-person orientation with regional Education staff
  - Additional mentoring on and evaluation of member's skills relating to volunteer management, outreach and marketing, public speaking, grant writing, presentations and coalition building
- Living allowance of \$12,630 over term of service
- Fun and supportive work environment
- An AmeriCorps Education Award (\$5,815) upon successful completion of service
- Health benefits and child care assistance if qualified



**APPLICATION PROCESS:** Applications will be accepted through August 17, 2018 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 create an AmeriCorps account and apply. You can create an account and explore AmeriCorps opportunities at: <https://my.americorps.gov/mp/login.do>

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.