

**ENERGY CORPS**  
**AMERICORPS MEMBER POSITION DESCRIPTION**



**Name and location of host site:** ATTRA/National Center for Appropriate Technology, Butte, MT

**Title:** Energy Corps Member – Resiliency Outreach Coordinator

**Number of positions:** One

**Reports to:** Energy Corps Program Director

**Term of service:** October 1, 2018 – August 30, 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:**

ATTRA - A National Sustainable Agriculture Assistance Program - is developed and managed by the National Center for Appropriate Technology (NCAT). Our mission is helping people by championing small-scale, local, and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources.

ATTRA is developing a pilot rural resiliency outreach project. We will explore how best to assist rural communities in one state with resiliency planning by focusing first on offering trainings and workshops to reduce community energy and water use and explore community based recycling and transportation options. The Energy Corps member will help develop and distribute a Resiliency Guide for Rural Communities interested in developing their rural economy and improving their quality of life.

**Specific Position Responsibilities:**

- The Energy Corps member will research resiliency and sustainability in other communities
- Compile research results of resiliency best practices, successes, and failures
- Find and study case studies regarding resiliency
- Work closely with other Energy Corps members to pull resources and utilize array of knowledge and experience to further research and knowledge
- Educate staff and community on resiliency and sustainability practices
- Write a comprehensive report on findings

**Minimum Requirements:**

- Ability to work independently with limited supervision
- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Strong organization, written, and communication skills, presents self in a professional manner, and is outgoing and personable
- Experienced public speaker and excellent presentation skills

- Familiarity with Microsoft Office Suite
- Proficiency in Word, Excel, and WordPress web design software, or basic familiarity with web software in order to learn WordPress
- Background and/or interest in energy conservation

**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 \$12,630 over term of service
- 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.