

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Sustainability Educator, City of Whitefish, MT

**Title:** Energy Corps Member

**Reports to:** Karin Hilding, Senior Project Engineer, Public Works, City of Whitefish

**Term of service:** October 2, 2017-August 31, 2018

**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 Whitefish City Council, through help from the previous Energy Corps member, is in the process of crafting a Whitefish Climate Action Plan that seeks to conserve energy, reduce GHG emissions, and prepare for impacts of a warming and more volatile climate. The Energy Corps member for the 2017-2018 service year will work with the City Climate Action Planning (CAP) Committee to complete the plan and begin implementation. The scope of the plan includes city and school district operations as well as guidelines and initiatives for the broader community. The member also will work with the Whitefish School District to achieve its sustainability goals as a Green Ribbon School District and support the city's engagement in Climate Smart Glacier Country, a non-profit partnership with Glacier National Park, area businesses, organizations, schools and individuals.

### Specific Position Responsibilities:

- Play a lead role in cooperation with city staff, Flathead Electric Cooperative (FEC), and others in the climate solutions partnership to design and implement projects to conserve energy and reduce GHG emissions in city and school district operations
- Support planning and design of city building and infrastructure projects, including a new wastewater treatment plant
  - Identify and implement energy conservation and/or renewable energy production opportunities
- Conduct public outreach to highlight energy conservation success stories and highlight the many co-benefits of energy conservation initiatives in the Whitefish community and Glacier Country region.
- Participate in the Climate Smart Glacier Country partnership to enable broader community engagement in the city's conservation and climate action plan and to support partnership projects for the greater Flathead Valley community and Glacier National Park addressing transportation, the built environment, infrastructure, the residential sector, sustainable businesses, water conservation, and local food systems.
- Provide support to Whitefish School District students and staff to improve energy conservation at the schools, involve students in community partnerships, develop curriculum and champion sustainability through the district's new Center for Sustainability and Entrepreneurship
- Provide support to Whitefish School District students and staff to improve energy conservation at the schools, involve students in community partnerships, develop curriculum and provide insight into the design of the district's new Center for Applied Sustainability.

### Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a strong educational background and/or experience in energy conservation strategies and sustainable energy management and design is preferred
- Sincere and demonstrated interest in environmental sustainability and energy conservation

- Ability to coordinate and lead project working groups
- Strong data collection and analysis skills desired
- Strong writing and oral communication skills required
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to establish and cultivate relationships with city officials and community partners
- 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 insured 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 \$12,630 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 18~~7~~, 2017 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 [https://www.energycorps.org/pdf\\_positions/energycorps\\_app\\_0614.pdf](https://www.energycorps.org/pdf_positions/energycorps_app_0614.pdf) or requested from Kaleena Miller, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to [emilyc@ncat.org](mailto:emilyc@ncat.org) or sent to:

Emily Caponi  
NCAT Energy Corps Program Director  
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.