

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Montana State University Northern Advanced Fuels Center, Havre, MT.

Title: Education & Outreach Coordinator

Reports to: Dr. Randy Maglinao, Senior Research Scientist

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

Anticipated service schedule: 1,700 hours over course of service term. Roughly 40 Hours per week, occasional evening/weekend hours may be necessary.

Position Summary: MSU Northern Advanced Fuels Center is seeking an Energy Corps member to expand their capacity to perform educational outreach on biofuels and green technology for the transportation industry. The member will assist in curriculum development for a 2018 Bioenergy Science Camp in addition to participation in educational outreach efforts including tours of the Center, biofuels learning seminars, and science fair education opportunities.

Specific Position Responsibilities:

- Assist the Senior Research Scientist and Research Associate in managing and developing a summer science camp for K-12, to be delivered in June of 2018
 - Develop program content based on bioenergy, science, and technology
 - Collaborate with Havre, Box Elder, and Rocky Boy schools to arrange the 2017 Bioenergy Science Camp
- Manage and conduct outreach and educational events
 - Participate in ABCs of Biodiesel learning seminars as requested by community and K-12 schools
 - Perform tours of the Advanced Fuels Center and activities as requested
 - Participate in TekNoXpo and science fair education opportunities
 - Develop and write new curriculums for bioenergy workshops
- Help Advanced Fuels Center staff in characterizing biofuels and bio-products
 - Perform laboratory tests of different fuels assigned by the Senior Research Scientist
 - Interpret test results and implement it to bioenergy workshops and science camp curriculums

Minimum Requirements:

- Must be over 18 with a high school diploma or GED, Bachelor of Science in chemistry, engineering or any other related field is strongly desired
- Can work independently with limited supervision, self-motivated, and can participate well in team activities
- Ability to relate to people from diverse backgrounds
- Strong interpersonal skills, presents self in a professional manner, and possesses strong written and verbal communication skills
- Proficient in using Microsoft Office applications
- Expressed interest in sustainability practices, energy efficiency, and renewable energy are highly desirable
- Must have a valid driver's license and personal insured vehicle, mileage reimbursement will be provided for any work-related travel
- Member will have reoccurring access to vulnerable populations

Benefits: All Energy Corps members 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, 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 or requested from Emily Caponi, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to 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. 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.