

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Educator, Missoula County, Missoula, MT

Title: Energy Corps Member

Reports to: Karen Hughes, Assistant Director, Missoula County Community and Planning Services

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: In June 2016, Missoula County adopted a growth policy which sets the following goal: Reduce Missoula County's contribution to climate change while promoting resiliency and adapting to its impact on the natural environment and communities. This past year, Missoula County conducted a greenhouse gas inventory and assessment of current sustainable practices. The next step is to develop a county resiliency and climate action plan to help set targets and goals and for the county, prioritize future sustainability efforts for county facilities and operations, and identify and initiate activities to help make Missoula County and its communities more resilient. Doing so will require transitioning our greenhouse gas assessment technical advisory group into a county resiliency policy advisory committee and working with this group to engage the public and develop the plan.

Specific Position Responsibilities:

- Work with a county resiliency policy advisory committee to develop a county resiliency and climate action plan that focuses on county operations and facilities, sets goals or targets, and includes strategies to address the elements listed below. Collaborating and coordinating with local government officials and partner organizations, as well as significant public outreach and engagement will be critical for this effort. (50%)
 - Reduce greenhouse gas emissions from county operations and facilities
 - Reduce waste generated by county operations through initiation of recycling across county operations and other complementary efforts
 - Implement existing county sustainability policies and develop new and revised policies as appropriate
 - Outline potential community-based sustainability efforts
- Research, implement and expand as appropriate initiatives under consideration or underway such as (30%):
 - Looking for opportunities to implement energy independence programs such as PACE and PAYS[®], community solar, and SolSmart
 - Improving options for waste reduction and increased recycling
 - Assisting with City-County Health Department climate action efforts
 - Assisting with implementation of green building policy through County fairgrounds development and other facilities projects
 - Assisting with land use policy efforts to incorporate sustainability principles in the fields of transportation planning, land use planning and future development patterns, and development standards
- Assist in building county capacity to tackle energy and climate change issues (20%)
 - Network and help continue to develop a cross-jurisdictional collaborative working on climate change and energy conservation

- Research and present policy and program considerations particularly regarding those action items outlined in the Missoula County Growth Policy such as land use, energy conservation, waste reduction, etc.
- Represent the county in regards to energy conservation and climate action

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
- Strong interest in energy conservation, sustainability, and climate change resiliency in small urban areas and rural western communities
- Interest and/or familiarity with energy tracking and greenhouse gas accounting
- Ability to conduct research on energy conservation and climate action topics that are applicable to Missoula County, both for the urban area and rural communities
- Commitment to serving the public and representing Missoula County, as well as AmeriCorps/Energy Corps
- Strong data collection and analysis skills desired
- Strong public speaking skills required
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to exercise diplomacy with sensitivity to the variety of perspectives among county staff, elected officials, and the public
- Resiliency in the face of difficulty and challenges that can come from tackling new policy topics.
- Ability to thrive in a multiple-task environment
- Ability to effectively convey information about a technical topic to a general audience
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance between taking direction and being a self-starter.
- Must have a valid driver's license and personal vehicle with insurance, mileage reimbursement will be provided for any work-related travel
- Member **will not** 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, 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

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.