

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Educator, The University of Montana and Providence St. Patrick Hospital, Missoula, MT.

Title: Energy Corps Member

Reports to: Eva Roche, Sustainability Coordinator at The University of Montana and Beth Schenk, Sustainability Coordinator at Providence St. Patrick Hospital

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: The University of Montana and St. Patrick's Hospital are two separate Missoula entities that collaborate and support each other's sustainability efforts. The University of Montana's Office of Sustainability, housed within the division of Administration & Finance, is tasked with facilitating and tracking campus-wide sustainability efforts and seeks to weave social, environmental, and economic sustainability throughout students' educational experiences, research initiatives, and campus culture. St. Patrick Hospital's sustainability program "Green4Good" focuses on energy conservation, waste reduction, avoidance of toxic chemicals, and employee engagement/education. The Energy Corps member will serve at both organizations, 20 hours per week per organization, serving each department's sustainability assessment and programmatic efforts.

Specific Position Responsibilities:

The Energy Corps member will provide invaluable support to both UM's and St. Pat's sustainability efforts by improving data collection, tracking, and reporting efforts.

- The University of Montana, the Energy Corps member will:
 - Review the STARS (Sustainability Tracking Assessment & Rating System) report completed in spring 2017 and, with the UM sustainability coordinator, identify where reporting and data tracking can be improved. Make a list of campus operations and programs that could use additional tracking and reporting and identify 3-5 to address over the service term.
 - Lead at least 1 campus sustainability event per academic semester with the support of the sustainability offices and other campus partners.
 - Support other campus sustainability events and programs as needed.
 - Building upon the work of UM's last Energy Corps member, design and pilot a "green office program" for UM departments and offices.
 - Work with the UM sustainability coordinator to update and improve the UM Sustainability website. Complete Cascade management training and become proficient enough in website editing that STARS data and reporting can be added throughout the UM Sustainability website.
- St. Patrick Hospital, the Energy Corps member will:
 - Collect data for and help complete the 2018 Practice Greenhealth Award application, an 80-page document reflecting the work of our G4G program
 - Help develop a financial tracking method for cost savings and avoided costs over time
 - Support Earth Week employee engagement events and other events through the year
 - Help with goal setting and planning for 2018
 - Help support hospital waste reduction and segregation efforts

- Contribute to communication planning and sharing
- Develop education modules that can be shared with staff (1800 employees) on energy conservation and sustainable practices
- Work with hospital facilities engineering staff to learn more about hospital energy conservation and develop an energy reduction plan with at least 3 actionable items

Minimum Requirements:

- Must be over 18 with a high school diploma or GED
- 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
- Strong interest in sustainability efforts and colleges and universities
- 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:

- Access to University of Montana campus professional development programs and trainings
- 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.



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