

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: Human Resource Development Council District IV, Havre, MT

Title: Low-Income Energy Assistance Outreach Coordinator

Reports to: Teresa Wynia, Energy Program Director

Number of positions: Two

Term of service: June 6, 2017 – August 31, 2017

Anticipated service schedule: 450 hours over course of service term. 25-30 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The Energy Corps members will assist the Butte Human Resource Development Council (HRDC) to create and conduct a program that engages volunteers in rural communities to serve as Low Income Energy Assistance Program (LIEAP) ambassadors. The Energy Corps members will recruit community volunteers from a list of key organizations in rural areas, which includes food pantries, other social services, senior centers and the faith community. Once identified, the Energy Corps members will provide training to the community volunteers, in the form of presentations and optional one-on-one trainings, so that they in turn will be able to reach people in need of energy assistance in their communities. In tandem with conducting outreach activities, the members will have the opportunity to provide hands-on energy assistance in the form of lite-weatherization and to shadow the HRDC's full-scope weatherization crews. This work is sponsored by the Montana Department of Health and Human Services and will include learning experiences with staff and administration.

Specific Position Responsibilities:

- Ability to communicate clearly and effectively with a wide variety of audiences.
- Develop and distribute education and outreach materials to interested parties on relevant topics. Delivery methods may include hard copy, electric, or in-person.
- Develop and conduct LIEAP ambassador trainings to be held in local community settings such as libraries, local government buildings, schools.
- Install light weatherization kits in homes around Montana
 - Member will be based in Butte, but will travel extensively within Montana for the majority of their term of service.

Minimum Requirements:

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



- Experienced public speaker and excellent writing skills
- Familiarity with Microsoft Office Suite
- Background and/or interest in energy and community development issues
- Must have a valid driver's license
- A car is recommended due to the rural nature and weather conditions of this community
- Member **will not** 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 \$3,132.50 over term of service
- An AmeriCorps Education Award (\$1,538) upon successful completion of service
- Health benefits and child care assistance if qualified
- Furnished housing provided by the HRDC District IV with utilities included
- Vehicle available to drive for work purposes and to drive to and from the office

APPLICATION PROCESS: Applications will be accepted through **May 5, 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 www.energycorps.ncat.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

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