

ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: National Center for Appropriate Technology, Butte, MT

Title: Energy Assistance, Education and Communications Specialist

Reports to: Emily Caponi, Energy Corps Program Director

Number of positions available: 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 Montana Energy Corps (MTEC) Energy Assistance, Education and Communications Specialist Positions will help strengthen the overall programming of the MTEC. The positions serve to expand the capacity of the program to conduct outreach to new host sites, agencies, and hands-on energy assistance to service recipients. The EAEC Specialists will gain hands-on experience with training development and will work under the direct supervision of the MTEC Program Director to ensure successful implementation of programming. The EAEC Specialists are AmeriCorps Members and are entitled to the benefit package offered to all AmeriCorps Members.

Specific Position Responsibilities:

- Increase awareness of community energy issues and energy efficiency practices and supporting current member driven projects
- Expand educational programs and assist with program sponsored training events and evaluation
- Increase volunteer capacity within the MTEC program
- Enhance outreach and awareness of the MTEC and its partners
- Plan and implement program-wide trainings and hands-on energy assistance service activities

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
- 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

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

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.

