



**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**



Name and location of host site: Bike Walk Montana (BWMT) – Helena, MT

Title: Education Coordinator

Number of positions: 1

Reports to: Energy Corps Program Director

Term of service: October 1, 2019 – August 28, 2020

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: The Bike Walk Montana (BWMT) Education Coordinator (EC) further develops and coordinates the BWMT education program, including: strategic planning and oversight of community outreach efforts, development & implementation of workshops and trainings, and leadership of other projects which increase community knowledge on both bicycle operation, safety and laws, and pedestrian safety; and education and provision of understanding of transportation design. This will have both an office component of coordination and organization from the BWMT office in Helena and an in field implementation component around Montana.

Duties and Responsibilities:

- Further develop and implement education portions of the operational and strategic plans to conduct education programs throughout Montana
- Establish new community relationships while maintaining strong ties with existing partner organizations
- Develop/ purchase all printed, training and marketing materials for BWMT's education activities as required
- Represent CPAF in network meetings, public forums, presentations, trainings, etc.
- Engage community members regarding education opportunities through BWMT's digital media platforms, including regular posts on Facebook, Instagram, Twitter, etc.; Work with the BWMT Executive Director and Communications/Outreach Liaison to develop and post content on BWMT's official website
- Assist with other outreach and fundraising events as needed
- The EC will work collaboratively with CPAF staff to train community leaders and agency staff, conduct workshops, promote dialogue around healthy relationships and develop networks with community partners increase awareness and prevent family and relationship violence.
- Work closely with BWMT staff and community partner organizations to assess community training needs
- Conduct workshops and trainings with community partners as requested
- Assist in collaborative efforts to increase organizational capacity for community education providers. Lead collaborative meetings with partner agencies as needed
- Promote agency services and trainings throughout Montana
- Collect, compile, analyze and report program-related data/documentation



- Participate in trainings, webinars or other meetings as required.
- Travel requirements: Driving is an essential job function for this position in order to conduct outreach and education activities. Therefore the employee must have a valid driver's license and use their own vehicle or rental vehicle to perform duties.
- Teamwork: Provide general support asked of all staff which may include: membership support, outreach efforts outside of education, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Understands and is aligned with BWMT's organizational values
- Is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.).
- Must have access to reliable transportation to and from work

Job Execution

- Experience working collaboratively with community based organizations
- Experience in developing and conducting trainings and community outreaches
- Strong organizational skills a must
- Strong comfort level with public speaking and representing BWMT
- Strong work ethic, self-directed, able to coordinate multiple tasks, and highly motivated
- Able to work well independently and as a member of a team
- Able to thrive in a flexible, evolving situations and manage change effectively
- Able to effectively and efficiently address problem-solve with open communication
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed
- Demonstrate excellent communication skills, both written and oral.
- Member **will not** have reoccurring 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 **\$13,992** over term of service
- An AmeriCorps Education Award of **\$6,095** upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted 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 create an AmeriCorps account and apply. You can create an account and explore AmeriCorps opportunities at: <https://my.americorps.gov/mp/login.do>

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.