



**ENERGY CORPS  
AMERICORPS MEMBER POSITION DESCRIPTION**



**Name and location of host site:** Montana Wildlife Federation - Billings, MT

**Title:** Education and Outreach Assistant

**Number of positions:** 1

**Reports to:** Energy Corps Program Director

**Term of service:** March 4, 2019 – August 30, 2019

**Anticipated service schedule:** 900 hours over the course of service term. Roughly 40 hours per week. Occasional evening/weekend hours may be necessary.

**Position Summary:** The Montana Wildlife Federation's (MWF) Regional Office in Billings seeks an AmeriCorps Member to assist the Outreach Coordinator and Eastern Field Representative with promoting environmental stewardship and engaging communities, schools, and partners in opportunities that help develop and connect community stewards, support sustainable environmental education, and restore/protect wildlife habitat. This work will be conducted in partnership with the National Wildlife Federation (NWF), and will include education programs like Community Wildlife Habitat, Eco-Schools USA, Be Out There, and community outreach.

MWF is Montana's oldest, largest and most effective conservation organization. Since 1936, we've led efforts to protect Montana's abundant fish and wildlife, our natural lands and waters, and public access for hunting, fishing, and other outdoor recreation. MWF works in close partnership with the National Wildlife Federation to unite Americans who believe that our air, water, and wildlife habitats are valuable resources to be protected for future generations. This AmeriCorps position will empower citizens of Billings and Montana through hands-on habitat enhancement projects in local communities.

**Specific Position Responsibilities:**

Primary Activities and Focus: Billings Community Wildlife Habitat Initiative and Gardening for Wildlife

- Recruit volunteer leaders and members for a Billings Habitat Team to build and expand participation in Billings Community Wildlife Habitat Initiative.
- Cooperate with Billings Habitat Team, the City of Billings and other partners to broaden educational opportunities and events related to sustainable gardening and habitat stewardship.
- Provide presentations to and seek input from potential partners and new participants/volunteers at large community venues, workshops, informal events, and individual meetings.
- Provide outreach at community events: tabling, sharing resources, recruiting volunteers.



- Promote NWF's Gardening for Wildlife program and certified habitat opportunities throughout Montana, in cooperation with regional and national staff.
- Conceptualize and prepare funding proposals and seek in-kind support to broaden opportunities for participation by low-income and underserved community members (e.g., sponsored certifications and community projects).
- Supervise a wildlife intern conducting an educational project related to sustainable gardening and wildlife habitat enhancement.
- Monitor progress toward articulated goals through certification and other metrics
- Engage in self-assessment and performance evaluation with supervisors.
- Update and revise strategic plan at end of service period to reflect lessons learned and new opportunities, seeking in particular to reach diverse and underserved constituents.

#### Secondary activities: Eco-Schools USA and Education Outreach

- Conduct research on potential for Eco-Schools outreach in Billings area schools.
- Compile and write up information gained in research for future NWF and MWF use.
- Identify and follow up on opportunities to reach diverse and underserved constituents.

#### **Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; a College Degree in Environmental Science, Education, or Natural Resources is strongly preferred
- Relevant work or volunteer experience in outreach, providing trainings, volunteer management, gardening/restoration preferred
- Sincere and demonstrated interest in environmental sustainability and education
- Comfortable public speaker and presenter, with desire to improve skills
- Proficiency with word processing, databases and PowerPoint software preferred
- Strong organizational and communication skills, including ability to manage social media page and write blog posts
- Attention to detail and responsible work habits
- Ability to establish and cultivate relationships with potential partners and volunteers
- Ability to thrive in a multiple-task environment where it is necessary to prioritize activities daily and occasionally seek support from team members to meet deadlines
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license and personal insured vehicle, mileage reimbursement will be provided for any work-related travel
- Must be able to lift 30lbs (carry/set up folding table and tent canopy etc)
- Ability to think creatively to promote NWF programs
- Knowledge of Montana flora and fauna a plus
- Member will 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 \$6,866 over term of service
- An AmeriCorps Education Award \$2,960 upon successful completion of service
- Health benefits and child care assistance if qualified

**APPLICATION PROCESS:** Applications will be accepted through September 14, 2018 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 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](http://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.