

ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION



Name and location of host site: Clark Fork Coalition (CFC) – Missoula, MT

Title: Education and Outreach Assistant

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 Clark Fork Coalition is a science-based, community-driven, conservation organization dedicated to protecting and restoring the Clark Fork River basin. The Energy Corps member will help the Coalition build on the success of the past three decades by leading community outreach efforts and encouraging watershed literacy in our river communities through citizen science, youth education, and volunteer river corps programs.

The past few years have brought substantial growth to our organization's community engagement numbers. We are reaching more people than ever before with our brand of hands-on, service minded, scientifically grounded community programs. The Energy Corps member will respond to this demand by providing coordination and field leadership of lessons in the field, with teachers, and lesson presentations.

Specific Position Responsibilities:

- Support education programs by delivering curricula which covers stream macroinvertebrates, river restoration, point and non-point pollution, ect.
- Handle the details of lessons in the field including, timing, coordination with other agencies or land owners as a field leader
- Coordinate classroom visits and field trips for a fall Hands on the Ranch program in the Deer Lodge Valley, winter's Snow and Tell program with local high schools, and spring Riparian Rx programming.
- Manage the communication of program details to partners, educators, and volunteers
- Contributing to the coordination, analysis, and sharing of citizen science data collected in partnership with the Clark Fork Coalition, Montana Conservation Corps, NRCS, the City of Missoula, and others. This task may include work in GIS, Microsoft Excel, as well as the production of citizen science data protocols
- Organize volunteer events as needed and recruit and coordinate volunteers
- Manage volunteer intake and communicate with volunteers over the phone, via email, and with monthly electronic newsletters
- Maintain marketing and coordination of our TrashLine through the Fall 2019 and Spring 2020



- Help with community events and communications as needed, including providing coordination of professional workshops and producing regular blog, social media, newsletter updates

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; Knowledge of watershed science and conservation practices in the west are preferred
- Experience in data analysis and collection preferred
- Strong people skills, organization
- Initiative to coordinate and communicate with a diverse array of scientists, community members, and partner organizations
- This service member will require a high level of independent and executive function
- Experience working independently and coordinating professional communications desired
- This work will require a high level of knowledge and competency with risk management in a field setting
- Member will 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>

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