

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: The City of Whitefish - Whitefish, MT

Title: Sustainability Coordinator

Reports to: Energy Corps Program Director

Term of service: March 2, 2020 - August 28, 2020

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 City's Climate Action Plan was adopted by the City Council in April of 2018. The plan was created by a volunteer committee with assistance from previous Energy Corps members. The Whitefish Climate Action Plan seeks to conserve energy, reduce GHG emissions, and prepare for impacts of a warming and more volatile climate. The Energy Corps member will work with City staff and the CAP Standing Committee to help implement the plan. The member also will support the city's engagement in Climate Smart Glacier Country, a non-profit partnership with Glacier National Park, area businesses, organizations, schools and individuals.

Specific Position Responsibilities:

- Play a lead role in cooperation with city staff and the Climate Action Plan Standing Committee to design and implement projects to conserve energy and reduce GHG emissions in city operations
- Support planning and design of city building and infrastructure projects to identify and implement energy conservation and/or renewable energy production opportunities.
- Conduct public outreach to highlight energy conservation success stories and highlight the many co-benefits of energy conservation initiatives in the Whitefish community and Glacier Country region.
- Participate in the Climate Smart Glacier Country partnership to enable broader community engagement in the city's conservation and climate action plan and to support partnership projects for the greater Flathead Valley community and Glacier National Park addressing transportation, the built environment, infrastructure, the residential sector, sustainable businesses, water conservation, and local food systems.
- Develop community workshops at the Center for Sustainability and Entrepreneurship or City Hall that support the goals of the Climate Action Plan. Coordinate these efforts with the School District's Energy Corps member.
- Assist with installation of EV charging stations

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a strong educational background and/or experience in energy conservation strategies and sustainable energy management and design is preferred
- Sincere and demonstrated interest in environmental sustainability and energy conservation
- Knowledgeable on green building design or civil engineering is preferred
- Background in solar PV design is preferred
- Ability to coordinate and lead project working groups
- Strong data collection and analysis skills desired
- Strong writing and oral communication skills required
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to establish and cultivate relationships with city officials and community partners

- Ability to thrive in a multiple-task environment
- 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
- 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 of **\$3,047.50** 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.