



**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: Clark Fork Coalition, Missoula, MT

Title: Education and Outreach Assistant

Reports to: Energy Corps Program Director

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

Anticipated service schedule: 1700 hours over 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 service member will help the Coalition continue the success of the past three decades by leading community outreach efforts and encouraging watershed literacy in our river communities through our citizen science, project based learning, and volunteer river corps programs.

The past two 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 responds to this demand by providing field leadership and communication support for these programs, bringing even more community members into the circle of care for the river.

List of Activities & Responsibilities for Energy Corps member

- The member will support education programs by delivering curricula and acting as a field leader.
- Member will be responsible for coordinating classroom visits and field trips for a fall *Hands on the Ranch* program in the Deer Lodge Valley, winter's *Snow and Tell* program in area high schools, and spring *Riparian Rx* programming.
- Member will be responsible for managing the communication of program details to partners, educators, and volunteers.
- This position requires strong people skills, organization, and initiative to coordinate and communicate with a diverse array of scientist, community members, and partner organizations.
- Member will be responsible for 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.
- Member will also support Stewardship Coordinator with Volunteer River Corps events and will maintain marketing and coordination of our TrashLine.
- Member may also be asked to 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; 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 river conservation, recycling, climate change, education, energy and community development issues
- Must have a valid driver's license
- 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>

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.

