

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: National Center for Appropriate Technology, Butte, MT

Title: Energy Corps Member Team Leader

Reports to: Energy Corps Program Director

Term of service: October 1, 2019 – August 30, 2020

Anticipated service schedule: 1700 hours over course of service term, 40 hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The Montana Energy Corps (MTEC) Team Leader position will help strengthen the overall programming of the MTEC. This position also serves as a team leader with an emphasis focused on member support through teambuilding, mentorship, and project coordination. The position serves to expand the capacity of the program to conduct educational presentations that meet the full-scope of the program's data quality goals. The team leader will gain hands-on experience with training development and will work under the direct supervision of the program director to ensure successful implementation of programming, including weatherization service projects. The team leader is an AmeriCorps member and is entitled to the benefit package offered to all AmeriCorps members.

Specific Position Responsibilities:

- Assist the program director
- Act as first point of contact for fellow member support
- Increase awareness of community energy issues and energy efficiency practices and supporting current member driven projects
- Expand educational programs and assist with program sponsored training events and evaluation
- Increase volunteer capacity within the MTEC program
- Enhance outreach and awareness of the MTEC and its partners
- Plan and implement program-wide trainings and hands-on energy assistance service activities
- Maintain social media presence for MTEC through blog and Facebook posts

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Familiarity with AmeriCorps and ideally have served at least one service term with any AmeriCorps program previously
- 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
- Ability to multi-task and keep track of multiple projects

- 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
- Leadership experience and willingness to grow in that capacity
- Background and/or interest in 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.