

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: Human Resource Development Council (HRDC), Bozeman, MT.

Title: Outreach Coordinator

Number of positions: 1

Reports to: Energy Corps Program Director

Term of service: January 6, 2020 – June 19, 2020

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

Position Summary:

The Energy AmeriCorps member will utilize existing resources to increase client awareness and breadth of our energy and other services to ensure consistent messaging and communication with the rural communities we serve. Cultivate and facilitate strategic partnerships to assist the rural communities in accessing resources to meet their needs. Providing consistent and dependable service to these communities is essential in growing the trust of these partnerships.

Specific Position Responsibilities:

Outreach Coordination

- Ensure connectivity to energy programs and other resources to meet the needs of those rural customers.
- Work with HRDC marketing department to design event related marketing materials, recruit volunteers and clients in line with organizational objectives.
- Maintain and develop relationships with key leaders to ensure accessibility in their community.
- Set service sites for consistent outreach.
- Develop service summaries for each community.
- Make and develop connections at all levels of community, key players, officials, senior centers, etc.

Rural Visits

- Create and implement an annual outreach plan.
- Attend relevant community meetings: participate in relevant councils, roundtables and committees
- Ensure documentation, websites and social media reflect these activities.

Liaison Activities

- Act as the liaison between the rural communities and HRDC to ensure that goals are set to meet the needs of each community.
- Work with on-going outreach committee willing to assist with and improving outreach activities.
- Work with HRDC marketing to design and monitor a community page on our website where each community can go for information.



Minimum Requirements:

- Ability to work independently with limited supervision
- Operate vehicle in a safe and prudent manner
- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- 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 energy.
- Member **will not** 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 \$6,996 over term of service
- An AmeriCorps Education Award of \$3,048 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.

