

**ENERGY CORPS  
AMERICORPS MEMBER POSITION DESCRIPTION**



**Name and location of host site:** Park County, MT and the City of Livingston - Livingston, MT

**Title:** Sustainability Associate

**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 course of service term. Roughly 40 hours per week. Occasional evening/weekend hours may be necessary.

**Position Summary:**

Livingston and Park County are in transition. Traditional industries such as agriculture and railroad maintenance have given way to tourism, residential development, outdoor activities, and cultural events. We have a housing shortage, lack of high paying jobs, traffic congestion, and substantial poverty. Through community and administrative support, Livingston and Park County have made progress in their recycling, active transportation, and conservation programs and want to do more. They hope to join the larger community in developing renewable energy systems. Addressing energy costs in our operations and within the community is one substantial way of reducing the outflow of energy dollars and providing some economic development in the larger community. Given their tight budgets, both governments have a commitment to make smart, economic decisions concerning energy use.

Over the next year proposed, projects the member will be involved with include:

- Assessing major government buildings for energy savings.
- Assessing the efficiencies of city utilities and starting to integrate the facilities inventory with utility bills so that there is a central source for evaluating and managing energy consumption.
- Working as a project manager to install the first electric vehicle charging stations and PV installations.
- Public outreach to improve city recycling, composting, and water consumption.

**Specific Position Responsibilities:**

The EC member will be tasked with communicating new energy initiatives to various departments and staff members. This would include addressing the potential energy savings, operational efficiency and tax savings to be accrued. The EC member will also be assigned to a variety of public settings to address energy topics and county/city energy initiatives and will serve as a liaison to various local environmental groups that have energy concerns and projects.



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**Specific Position Requirements:**

- **Social and work skills:** Ability to work well with others, ability to plan and schedule the work load, ability to follow directions. Valid driver's license. Communication skills including public speaking, writing, use of social media.
- **Knowledge base:** Some facility with technical and construction language, experience with energy analysis and economic analysis. Ability to learn new knowledge sets quickly and apply to conditions on the ground. Willingness to ask for help and admit to lack of knowledge.
- **Computer skills:** Word, Excel, e-mail are required. Database and GIS skills would be useful.

**Minimum Requirements:**

- Ability to work independently with limited supervision
- 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 \$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](http://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.