

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

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

**Title:** Low Income Heating Assistance Program Educator

**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:** NCAT's mission is to champion small-scale, local, and sustainable solutions that reduce poverty, promote healthy communities, and protect natural resources. Since 1988, NCAT has operated the Low-Income Home Energy Assistance Program (LIHEAP) Clearinghouse, which provides resources and information for state, tribal, and local LIHEAP providers, and others interested in low-income energy issues. LIHEAP is a federally-funded program that helps low-income households pay their home heating and cooling bills. It operates in every state and the District of Columbia, as well as on most tribal reservations and U.S. territories. The Energy Corps members will assist the LIHEAP Project Director and staff to identify training needs of LIHEAP grantees, develop and refine training materials, conduct outreach for the trainings as well as focus groups in an effort to assemble grantee feedback.

### **Specific Position Responsibilities:**

Develop Computer-Based Training (CBT) for LIHEAP Grantees

- Research a training need for LIHEAP grantees on a topic that relates to program best practices, policies and procedures, or case studies.
- Produce an outline of the training session to include the following components:
  - Training name/topic
  - Materials needed
  - Summary of the three learning objectives of the session
  - Description of how the training tool will include an interactive component
- Prepare content and information for the training, including developing a script and presentation slides
- Develop outreach materials to publicize the availability of this resource, such as a web description and email announcement

Implement a Grantee Focus Group/Survey

- Select nine LIHEAP grantees to participate in the focus group/survey using a sound selection method
- Develop 8-10 questions on a specific topic identified in partnership with the LIHEAP Director
- Conduct the survey/focus group
- Prepare a report on the findings

### **Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; Bachelor's Degree and/or work experience in a related field is strongly preferred
- Interest in and/or familiarity with training techniques and research methods

- Interest in and/or familiarity with energy issues facing low-income households and the Low-Income Home Energy Assistance Program (LIHEAP)
- 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
- Strong writing skills
- Familiarity with Microsoft Office Suite
- 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](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.