

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: City of Red Lodge - Red Lodge, MT

Title: Sustainability Coordinator

Reports to: Energy Corps Program Director

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

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

Position Summary: The 2013 Red Lodge Growth Policy cites a policy under the Climate Protection section of demonstrating a commitment to environmental protection and sustainability. Infrastructure and city services goals in the Growth Policy include a commitment to recycling in municipal operations and mitigating light pollution affecting the night sky. Additionally, a baseline assessment of the City's energy and carbon footprint was performed in 2017, and a group of local citizens convened to set reduction targets and create an action plan. The City of Red Lodge Energy Conservation Plan was completed and unanimously adopted by council in October of 2018.

The City believes there is a need to reduce energy costs for City buildings, as general fund revenues are stable while operating costs continue to escalate. Implementation of the Energy Conservation Plan also requires staff support. An Energy Corps member would greatly assist the City in reaching its short term goal of reducing carbon emissions to 10% below 2016 levels by year 2021, and long term goal of being 50% below 2016 levels by year 2040.

Specific Position Responsibilities:

- Monitor energy usage and cost savings for electric vehicle charging stations, LED streetlights, LED in City Buildings, VFD installations, and City Facility energy upgrades.
- Create Management Plans for all City Facility upgrades projects.
- Implement additional energy projects to potentially include additional LED streetlight retrofits, solar array installation(s) for City buildings, Solarize program wrap-up, composting programs, and community bike-share programs.
- Multi-faceted marketing for the electric vehicle charging stations, recycling activities, and completed energy projects. Provide public education by documenting and showcasing the benefits of all energy projects conducted by the City.
- Complete the Community Greenhouse Gas Inventory and continue the implementation of the City Energy Conservation Plan.
- Reflect plan and climate goals in the City's Growth Policy and codes/ordinances.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a college degree in Environmental Science, Sustainability, or Resource Conservation is strongly preferred
- Relevant work or volunteer experience in Solar (PV), LED technology, and recycling operations is preferred
- Sincere and demonstrated interest in environmental sustainability and energy conservation
- Skilled public speaker and presenter

- Proficiency with word processing, graphics, and strong spreadsheet or database capabilities are required
- Geographic Information Software (GIS) knowledge, particularly ArcGIS, would be beneficial to this position
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to establish and cultivate relationships with city officials and potential partners
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license and personal vehicle, mileage reimbursement will be provided for any work-related travel
- Member **will not** have recurring 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.