

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

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

**Title:** SMART Schools Educator

**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:** The Energy Corps member will assist with outreach for the Governor's SMART Schools Challenge Initiative. The SMART (Save Money and Resources Today) Schools Challenge is a program of the Department of Environmental Quality (DEQ) in Helena and is a voluntary competition between K-12 schools throughout Montana to increase energy efficiency, decrease landfill waste and improve environmental health of the school environment.  
<http://governor.mt.gov/SmartSchools>

The Energy Corps member will be responsible for enlisting schools in the challenge as needed; representing the challenge at public events and conferences, providing outreach, assistance and training to staff and students; tracking monthly reporting; end-of-year final reports and scoring; and planning the end-of-year symposium. (Approximately 25% of the members service hours).

The Energy Corps member will also work with Montana Department of Environmental Quality to help develop a strategic plan to become LEED Certified (the Lee Metcalf Building). Member will work with a team of DEQ employees and stakeholders to plan for LEED certification and work towards becoming a zero-waste agency. These will take approximately 25% of the members service hours.

### Specific Position Responsibilities:

SMART Schools Program:

- Target schools to recruit for the 2019-2020 SMART School Challenges
- Provide onsite assistance to school management, teachers and students on matters of energy (efficiency and renewables), resource management (reduce, reuse, refuse, recycle), chemical use in schools (green cleaning, chemistry lab safety), indoor air quality, and other health and energy projects
- Assist schools with navigating the energy performance contract process
  - Distribution of ideas and materials to school partners
  - Help develop strategic energy management plans
- Provide professional presentations to a multitude of audiences for SMART School initiatives (Energy, Recycling, and Greening).
- Be part of MT DEQ LEED Certification Team.

### Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree and/or work experience in environmental science or a related field is strongly preferred
- Interest in and/or familiarity with online energy tracking tools

- Interest in and/or familiarity with energy issues including efficiency, conservation, renewable sources, and transportation.
- Capable of or interested in learning how to: conduct a limited energy and/or waste audit; track energy use and waste disposal, facilitate evaluation of energy systems, identify energy/waste savings potential, and create a prioritized list of resource efficient improvements
- Ability to effectively convey school related topics to a diverse range of audiences
- Skilled public speaker and presenter
- Physical ability to inspect energy and resource systems
- Ability to relate to people from diverse backgrounds
- Ability to balance supervisor direction with being a self-starter
- Ability to drive long distances. Substantial travel is required through all weather conditions. A car will be provided for all work related travel. Travel costs are reimbursed by host site.
- Must have a valid driver's license and personal insured vehicle, mileage reimbursement will be provided for any work-related travel
- Member will 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](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.