



**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: Bike Walk Montana (BWMT) – Helena, MT

Title: Education and Sustainable Practices Coordinator

Number of positions: 1

Reports to: Energy Corps Program Director

Term of service: March 2, 2020 - August 28, 2020, Start date is flexible, term must end by September 11, 2020.

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

Position Summary: Join Bike Walk Montana in growing sustainable bicycling and walking communities in Montana! The Bike Walk Montana (BWMT) Education and Sustainable Practices Coordinator focuses on the BWMT education program, including: community outreach efforts and other projects which increase community knowledge of bicycle operation, safety and laws, pedestrian safety and active transportation design and infrastructure. This will have both office and field components. This position will continue to expand programs including Walking School Buses, Bike Rodeos, Traffic Gardens, and Senior Walks.

Duties and Responsibilities:

- Further develop and implement education programs throughout Montana
- Establish new community relationships while maintaining strong ties with existing partner organizations
- Represent BWMT in network meetings, public forums, presentations, trainings, etc.
- Engage community members regarding educational opportunities through BWMT's digital media platforms, including regular posts on Facebook, Instagram, Twitter, etc. and assist in developing and posting content on BWMT's official website
- Promote and assist with other outreach and fundraising as needed
- Collect, compile, analyze and report program-related data/documentation
- Teamwork: Provide general support asked of all staff which may include: membership support, outreach efforts outside of education, maintaining a functioning office. Participate in program and organizational development and attend staff and team meetings.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Understands and is aligned with BWMT's organizational values
- Commitment to bicycling, walking and other forms of active transportation and advocating for them.
- Travel requirements: Driving is an essential job function for this position in order to conduct outreach and education activities. Therefore the employee must have a valid driver's license and use their own vehicle or rental vehicle to perform duties.



Position Execution

- Experience working collaboratively with community based organizations
- Well organized, thrives in flexible, evolving situations and manages change effectively
- Experience in public speaking
- Strong work ethic, self-directed, and able to coordinate multiple tasks
- Good at problem-solving and communicates effectively both verbally and in writing
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed
- 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 \$3,047 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.

