

**ENERGY CORPS  
AMERICORPS MEMBER POSITION DESCRIPTION**

**Name and location of host site:** Clark Fork Coalition (CFC) – Missoula, MT

**Title:** Education and Outreach Assistant

**Number of positions:** 1

**Reports to:** Energy Corps Program Director

**Term of service:** March 2, 2020 – August 28, 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:** The Clark Fork Coalition is a science-based, community-driven, conservation organization dedicated to protecting and restoring the Clark Fork River basin. The Energy Corps member will help the Coalition build on the success of the past three decades by leading community outreach efforts and encouraging watershed literacy in western Montana’s river communities through citizen science, youth education, and volunteer river corps programs.

The past few years have brought substantial growth to CFC’s community engagement numbers. They are reaching more people than ever before with hands-on, service minded, scientifically grounded community programs. The Energy Corps member will respond to this demand by providing field leadership and communication support for these programs, bringing even more community members into the circle of care for the river.

**Specific Position Responsibilities:**

- This service member will support education programs by delivering curricula and acting as a field leader.
- Service member will be responsible for coordinating classroom visits and field trips for spring and summer education programming.
- Service member will be responsible for managing and communicating program details to partners, educators, and volunteers.
- This position requires strong people skills, organization, and initiative to coordinate and communicate with a diverse array of scientists, community members, and partner organizations.
- Service member will be responsible for contributing to the coordination, analysis, and sharing of citizen science data collected in partnership with the Clark Fork Coalition, Montana Conservation Corps, NRCS, the City of Missoula, and others.
- Service member will organize volunteer events as needed and recruit and coordinate volunteers.



- Service member will also maintain marketing and coordination of our TrashLine during the Spring/Summer of 2020.
- Member may be asked to help with community events and communications as needed, including providing coordination of professional workshops and producing regular blog, social media, newsletter updates.

**Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; Knowledge of watershed science and conservation practices in the west are preferred
- Experience in data analysis and collection preferred
- Strong organization and people skills
- Initiative to coordinate and communicate with a diverse array of scientists, community members, and partner organizations
- This service member will require a high level of independent and executive function
- Experience working independently and coordinating professional communications desired
- This work will require a high level of knowledge and competency with risk management in a field setting
- Member will 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 \$6,966 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](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.

