

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: City of Whitefish and Climate Smart Glacier Country – Whitefish, MT

Title: Sustainability Associate

Number of positions: 1

Reports to: Energy Corps Program Director

Term of service: January 6, 2020 – June 30, 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: The current and previous Energy Corps members focused on helping craft the City's Climate Action Plan. The plan was adopted by the City Council in April of 2018. The Whitefish Climate Action Plan seeks to conserve energy, reduce GHG emissions, and prepare for impacts of a warming and more volatile climate. The next Energy Corps member will work with City staff and the Climate Action Plan Standing Committee to help implement the plan. The scope of the plan includes city and school district operations as well as guidelines and initiatives for the broader community. The member also will work with the Whitefish School District to achieve its sustainability goals as a Green Ribbon School District and support the city's engagement in Climate Smart Glacier Country, a non-profit partnership with Glacier National Park, area businesses, organizations, schools and individuals.

Specific Position Responsibilities:

- Play a lead role in working with local businesses, in cooperation with city staff, Flathead Electric Cooperative, Climate Smart Glacier Country and the Whitefish School District on a green business plan to conserve energy and reduce GHG emissions.
- Play a lead role in public outreach through the upcoming Climate Smart Art Contest and use of social media (Facebook and Instagram).
- Work with the Whitefish School District and the City of Whitefish to develop a Continuing Education program focused on sustainability. Classes and workshops will be held at the Center for Sustainability and Entrepreneurship, the School District Innovation Laboratory, and City Hall.
- Conduct public outreach to distribute the Climate Action Plan At-A-Glance. Also, help provide public outreach to highlight energy conservation success stories and initiatives in the Whitefish community and Glacier Country region.
- Participate in the Climate Smart Glacier Country and Whitefish Climate Action Plan Standing Committee meetings.
- Work with the Whitefish High School Free Flow club to help coordinate their conservation efforts with City projects (Cow Creek restoration).
- Help with implementation of the Whitefish Climate Action Plan.

- Provide support to Whitefish School District students and staff to improve energy conservation at the schools, involve students in community partnerships, develop curriculum, and champion sustainability through the Center for Sustainability and Entrepreneurship.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Strong writing and oral communication skills
- Ability to coordinate and lead project working groups
- Familiarity with building energy management
- Data collection and management
- Green building design or civil engineering
- Background in solar PV design
- 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 \$6,996 over term of service
- An AmeriCorps Education Award \$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. 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.