

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** SMART Schools Educator, Department of Environmental Quality, Helena, MT.

**Title:** SMART Schools and Energy Blueprint Outreach Coordinator

**Reports to:** Robyn Boyle, Program Manager

**Term of service:** November 6, 2017-April 30, 2018

**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 Energy Corps member will assist the Department of Environmental Quality and Governor Bullock's office with day-to-day management of the SMART Schools Challenge. The SMART Schools Challenge is a voluntary competition between Montana's K-12 schools 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; representing the challenge at public events and conferences, providing outreach, assistance and training to staff and students; tracking monthly reporting; managing end-of-year final reports and scoring; and planning end-of-year symposium.

The Energy Corps member will also assist with outreach and engagement with a variety of stakeholders and stakeholders groups relevant to the future of energy in Montana. The Montana Energy Office is executing an Energy Blueprint for Montana and this work includes active and in-depth engagement with stakeholders. Stakeholders may be other state agencies, non-profit organizations, advocacy groups, educational entities, local governments, coalitions, elected officials, and individuals. Maintaining high levels of communication, providing good information in a timely manner and being responsive to stakeholder requests are all priorities of the Energy office. The Energy office intends, with the support of an Energy Corps member, to engage stakeholders on a variety of topics, including but not limited to: energy efficiency, financing opportunities, tax credits and incentives, alternative transportation, municipal sustainability efforts, schools, community solar, efforts in tribal communities, etc. The Energy Corps member will assist the bureau by identifying and documenting stakeholders, grouping stakeholders by interest, coordinating meetings (planning, hosting, and follow up), developing objectives and work plans so that stakeholder groups are productive and work to advance particular energy efforts in Montana.

### Specific Position Responsibilities:

#### SMART Schools Program:

- Target schools to enroll in SMART School challenges
- Provide onsite assistance to school management, teachers and students on matters of energy efficiency, resource management, chemical use, 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
- Provide professional presentations to a multitude of audiences for SMART School initiatives

#### Energy Blueprint for Montana:

- Assist with outreach and engagement with a variety of stakeholders and stakeholders groups relevant to the future of energy in Montana
- Engage stakeholders on a variety of topics, including but not limited to: energy efficiency, financing opportunities, tax credits and incentives, alternative transportation, etc.
- Develop objectives and work plans so that stakeholder groups are productive and work to advance particular energy efforts in Montana

**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 \$6,315 over term of service
- An AmeriCorps Education Award (\$2,960) upon successful completion of service
- Health benefits and child care assistance if qualified

**APPLICATION PROCESS:** Applications will be accepted through October 20, 2017 or 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 submit an Energy Corps application form. The application form may be downloaded at [https://www.energycorps.org/pdf\\_positions/energycorps\\_app\\_0614.pdf](https://www.energycorps.org/pdf_positions/energycorps_app_0614.pdf) or requested from Emily Caponi, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to [emilyc@ncat.org](mailto:emilyc@ncat.org) or sent to:

Emily Caponi



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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.