

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Armed to Farm Sustainable Agriculture Educator, National Center for Appropriate Technology, Butte, MT.

Title: Energy Corps Member

Number of positions: Two

Reports to: Energy Corps Program Coordinator

Term of service: Feb/March-July/Aug

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

Position Summary: NCAT's mission is to champion small-scale, local and sustainable solutions that reduce poverty, promote healthy communities, and protect natural resources. One of NCAT's projects through the Appropriate Technology Transfer to Rural Areas (ATTRA) program is Armed to Farm (ATF), which provides sustainable agriculture training for military veterans. Armed to Farm has had over 300 participants in recent years and the purpose of this Energy Corps position will be to evaluate the results of previous ATF trainings, as well as identify opportunities for new curriculum development and training needs.

The Energy Corps members will be responsible for contacting ATF participants and will help determine sustainable agriculture training, technical assistance, and resource needs for veterans operating sustainable farms.

Specific Position Responsibilities:

- Follow-up with past Armed to Farm participants to see where they are/what they are doing, determine technical assistance and other resource needs
- Review past ATF and follow-up evaluations to find common areas of need
- Work with NCAT staff to determine webinar topics
 - Facilitate planning of webinars
 - Potentially host webinars with technical staff
- Enter data/compile results of Veteran Needs Surveys
- Assist with assembling binders for Armed to Farm trainings
- Enter Armed to Farm evaluation data
- Tag Armed to Farm images in Image Gallery with descriptive key words
- Help populate Veterans listserve with new ATTRA resources and announcements
- Research/find farmer veteran organizations and programs
 - Review Veteran Database entries, contact organizations to update and add listings
- Possibly assist with up to three Armed to Farm week long trainings.

Minimum Requirements:

- Must have a background in communications, environmental sciences, agriculture and/or working with veterans.
- Ability to work independently with limited supervision
- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Ability to work as part of a team and individually

- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, presents self in a professional manner, and is outgoing and personable
- Experienced public speaker and excellent writing skills
- Familiarity with Microsoft Office Suite
- Background and/or interest in energy, agriculture and community development issues
- 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 \$6,315 over term of service (six months)
- 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 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/NCAT-ATFEC-2018.pdf or requested from Emily Caponi, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to lonnis@ncat.org or sent to:

Lonni Starcevich
NCAT Energy Corps Program Director
P.O. Box 3838
Butte, MT 59702

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.