

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Sustainability Management Educator, National Center for Appropriate Technology, Butte, MT.

Title: Energy Corps Member

Reports to: Stacie Peterson, Energy Services Director

Term of service: November 6, 2017-September 15, 2018

Anticipated service schedule: 1700 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. A handful of Montana communities have made strides to develop and institute Climate Action and Sustainability Plans, and many more communities have the ability to do so but require a catalyst. The goal of the Energy Corps member will be to research and refine best practices for developing community sustainability at the local municipality level. The Energy Corps member will develop a template for community sustainability reports, as well as develop sustainability tracking tools. As a result of the Energy Corps member's efforts, interested communities will more easily be able to create baseline studies, draft action steps and take initiative toward comprehensive sustainability.

Specific Position Responsibilities:

- Research all aspects of community sustainability as well as communities that have successfully implemented comprehensive sustainability and climate action plans.
- Conduct interviews via phone with city and county officials from those communities that prioritize sustainability and are actively working to implement sustainable practices
- Identify key considerations and metrics for measuring, monitoring, and managing sustainability at the local municipality level
- Develop database and dashboard tools that communities can easily use to track their sustainability metrics
- Develop a template for community sustainability report and create an example report for two Montana communities
- Present findings and request input and feedback from willing Montana communities

Minimum Requirements:

- Must have a background in energy efficiency
- Must have technical writing experience and education. Must have experience in technical report writing.
- 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 and community development issues
- Must have a valid driver's license
- 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 \$12,630 over term of service
- An AmeriCorps Education Award (\$5,920) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through October 18, 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 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 or sent to:

Emily Caponi
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.