ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Butte Silver Bow County, Butte, MT

Title: Energy Corps Member - Residential Metals Abatement Program/Superfund

Number of positions: One

Reports to: Julia Crain, BSB Special Projects Planner

Term of service: June 1, 2018 – August 31, 2018

Anticipated service schedule: 450 hours over course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary:
Butte-Silver Bow is responsible for implementing the Residential Metals Abatement Program as part of its requirements to Comprehensive Environmental Response, Compensation, and Liability Act, also known as Superfund. Butte-Silver Bow has been provided funding to remediate and abate residential properties found to have elevated concentrations of Lead, Arsenic, and Mercury found in soils and indoor dust. One challenge the program faces is gaining access to rental properties to sample and abate the property. This position would be tasked with conducting outreach with property owners and landlords to facilitate access or determine why access is not granted, and prepare a report and supporting documentation for use in Superfund planning and policy decisions at the local government level. In addition to this task, the successful applicant may be tasked with strategic planning, data analysis, and recommendation development assignments as they relate to Superfund and the Residential Metals Abatement Program.

Specific Position Responsibilities: In partnership with BSB and community partners:

- Public outreach of various methods including one-on-one interactions, door to door outreach, focus groups, and survey development, implementation, and data analysis.
- Research, data analysis, alternatives analysis, development of environmental policy recommendations.
- Public meeting planning and facilitation through collaboration across city/county departments, state and federal agencies, and others.
- Delivering presentations.
- A paper describing findings and outcome of outreach effort.
- Weekly staff meeting for mentorship and guidance. Individual goal setting (member service plan).

Position Requirements:

- Bachelor’s degree in planning, policy, occupational safety and health, or similar field with an emphasis on community development, environmental planning, policy or science, or similar.
- Research design and data analysis, some understanding of statistics preferred.
- Proficient in Microsoft office, Adobe creative suite
- Professional and technical writing.
Minimum Requirements:
- Must be over 18 with a high school diploma or GED; a Bachelor’s Degree and/or work experience is preferred.
- Strong report writer/generator. Ability to develop, administer and analyze/summarize surveys.
- Excellent data collection, note taking, documentation, organization and analytical skills. Ability to independently research topics.
- Ability to effectively collaborate with experts to extract expertise and problem solve around tasks during service.
- Ability to exercise diplomacy and professionalism to effectively handle a broad range of situations with diverse personalities, and to respond appropriately to conflicts.
- Skilled public speaker and presenter. Comfortable leading and participating in a variety of outreach formats.
- Ability to effectively convey technical topics to a diverse range of audiences.
- Experience organizing and facilitating stakeholder groups.
- Demonstrated leadership capacity.
- Ability and commitment to serving the public and being an ambassador on behalf of the City of Butte Silver Bow as well as AmeriCorps/Energy Corps/NCAT.
- Resiliency in the face of difficulty. Excellent problem solving and judgement skills.
- Ability to balance supervisor direction and being a self-starter.
- Skilled relationship builder and ability to relate to people from diverse backgrounds.
- Must have a valid driver’s license and personal insured vehicle, mileage reimbursement will be provided for any work-related travel.
- Member may 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 $3,157 over term of service (three months)
- An AmeriCorps Education Award ($1,538) 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/energycorps_app_0817.pdf or requested from Lonni Starcevich, 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.