

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: The Energy Coordinating Agency. Philadelphia, PA.

Title: Conference Assistant/Weatherization Workshop Coordinator

Term of service: June 3, 2013 – April 30, 2014

Anticipated service schedule: Members serve 1700 hours over the 47 week term of service, averaging 40 hours per week, which may include some evening and weekend hours.

Position Summary: The Conference Assistant will work with the planning team for ECA's October Sustainable Energy Conference to conduct outreach, prepare communications materials, and support conference logistics, registration and documentation. The Conference will be held on October 18, 2012 at PECO's Energy Hall in Philadelphia. ECA anticipates that 150 people will attend. After the Conference, the Assistant will support the Community Programs department in the implementation of the following projects: Neighborhood Energy Centers, low income water conservation services, energy conservation workshops, and citywide rain barrel distribution.

Specific Position Responsibilities:

- Assist in all stages of planning, support, and logistics of the Sustainable Energy Conference.
- Organize workshops to be hosted and presented at 14 Neighborhood Energy Centers, social service agencies, churches, community centers, senior centers, and by City, State and Federal entities
- Provide training to staff and other parties
- Maintain records and list of participants and document the impact of the workshops

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- A strong desire to support ECA's mission to help people save energy and promote a sustainable and socially equitable energy future for all.
- Ability to work independently with limited supervision
- Ability to work productively as a team member as well as on own initiative.
- The ability to interact with a diverse audience sensitively and effectively.
- Excellent writing, research, and communication skills.
- Experience in public speaking preferred.
- Proficiency in Word, Excel and database management. Basic skills in graphics and design a plus.
- Must pass a national service criminal history check
- Member **will** have recurring access to vulnerable populations

Benefits: All Energy Corps members will receive the following benefits:

- Green job training and professional development
- Living allowance of \$12,100 over term of service over the 47 week term of service
- An AmeriCorps Education Award (\$5,550) upon successful completion of service



- Student loan deferment
- Health benefits and child care assistance if qualified

To Apply:

Interested applicants must apply through the National Center for Appropriate Technology. To apply electronically complete an AmeriCorps application at www.energycorps.org.

Completed applications must be received by May 6, 2013. Applying early is encouraged.

For application assistance or more information contact:

Kaleena Miller at 406- 494-4572, kaleenm@ncat.org

Minority and women applicants are particularly encouraged to apply. For additional information about NCAT or the Energy Corps, please visit our web sites at www.ncat.org and www.energycorps.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 color, race, religion, sex, national origin, age, disability, sexual orientation, marital or veterans status.

