

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

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

Title: Communications and Development Member

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 Energy Corps member will serve with ECA's Director of Planning and Development to ensure that there is regular, clear communication with key stakeholders about energy issues and opportunities. This member will assist in keeping the website (www.ecasavesenergy.org) fresh and accessible, preparing proposals and reports, and delivering presentations region-wide through EarthShare and other partners. This member will help ensure the sustainability of the outreach, education, and direct services that ECA provides.

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Experience or interest in energy efficiency and sustainability practices
- Ability to work independently with limited supervision
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, and is outgoing and personable
- Basic computer proficiency, working knowledge of Microsoft programs preferred
- 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 the 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 Monday, April 22, 2013. Applying early is encouraged.

For application assistance or more information contact:

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

Jordan Goldsmith at 479-587-3473, jordang@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.

