

**ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION**

Name and location of host site: Energy Association of Iowa Schools (EAIS), Des Moines, IA

Title: Energy Corps Member

Reports to: Julie Weisshaar, Executive Director

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

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

Position Summary: EAIS is a nonprofit organization whose mission is to contribute to Iowa's education system by positively supporting the energy management goals, responsibilities and budgets of Iowa's schools. To help EAIS achieve this mission, the Energy Corps member will provide support service activities that will: save schools money through energy efficiency projects, educate various stakeholders on energy issues related to the schools, and support local goals and needs through energy visits and energy coaching.

Specific Position Responsibilities:

- Provide energy audits and create district-wide energy assessments for at least 14 new EAIS member schools
- Assist in the coordination of two statewide regional building operator energy efficiency trainings
 - Develop and distribute educational material at the trainings
- Draft grants for EAIS schools as applicable and available
- Track EAIS services and assist with member service reports

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Aptitude for understanding mechanical and electrical buildings systems, including HVAC technologies
- Experience reading and interpreting architectural, mechanical, electrical, and plumbing blueprints
- Energy auditing certification or experience would be a plus
- Strong organizational skills, good communicator, and strong attention to detail
- Ability to pull together and present energy educational information in an interesting and effective way
- Ability to work both independently and with supervision
- Ability to use EXCEL and Microsoft Office suite software
- Current driver's license required

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

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$12,100 over term of service
- An AmeriCorps Education Award (\$5,500) upon successful completion of service
- 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 <https://my.americorps.gov>. **Completed applications must be received by Monday, April 22, 2013. The application process is rolling, therefore applying early is encouraged.**

For application assistance or more information, contact Kaleena Miller at 406-533-6651, kaleenam@ncat.org or Katie Weaver at 406-533-6644, katiew@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.

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