

# METROPOLITAN ENERGY CENTER – JOB DESCRIPTION



**Title:** Program Coordinator—Energy Solutions Hub

**Reports To:** Anissa Parra-Grooms – Program Manager

**Duration:** Full-time

**Prepared By:** Anissa Parra-Grooms

**Prepared Date:** January 22, 2021

**Approved By:**

**Approved Date:**

## Summary

Contained within the Energy Solutions Hub, the Program Coordinator is a responsible position requiring technical understanding of planning and deployment for Energy Efficiency building technologies; assistance with organizing and coordinating program activities; and grant management, namely tracking and reporting progress for various grant activities and drafting reports to grantor agencies. The position requires the ability to work with contractors and consultants, community organizations, MEC staff and others to ensure the programs are meeting the needs of the community and the expectations of grantor agencies. The position requires strong writing and project management skills. This position is part of a dynamic non-profit organization that advances sustainable energy solutions in built environment and reinforcing multi-scale buildings efficiency advancement, and more. The position requires limited travel.

## Supervisory Responsibilities

This job has supervisory responsibilities, working with one or more ESH Specialists and Customer Service Specialists, who will report directly to the Program Manager in addition to being guided by the Program Coordinator as a day-to-day team lead.

## Responsibilities Include:

- **Event Planning:** Plan and coordinate meetings, workshops, and large-scale events for the Energy Solutions Hub program. Work on event design, scheduling, logistical details, promotion, and execution.
- **Outreach & Marketing:** Conduct email, phone, and in-person outreach to building managers, policymakers, other diverse audiences. The position requires professional contact with state and local government agency personnel, and interaction with community stakeholders and project partners. Contacts will business and government leaders, industry experts, media, and the general public.
- **Program Administration:** Assist with efficient administration of buildings programming, helping to identify funding opportunities, and to generate recognition for the program and stakeholders who have improved technology performance and efficiency for the benefit of the environment.
- **Database Management:** Work with staff to build, maintain, and utilize an informational database for public and private building owners/operators, policy makers, media, and industry contacts.
- **Research, Writing and Content Development:** Conduct research related to advanced buildings efficiency implementation strategies, and overall energy technologies. Produce written content for websites, blog posts, publications, presentations, reports, and other new media applications.
- **Team Contributor:** Contribute ideas and support as needed as part of a small, non-profit staff.

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## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Responds to requests for service and assistance.
- Interpersonal Skills - Maintains confidentiality.
- Written Communication - Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Computer Skills – Proficient in Microsoft Office 2010.
- Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- Inclusion - Embraces a work environment aiming to treat all people fairly and respectfully with equal access to opportunities and resources. Understands unconscious bias and how it can shape personal perspective.
- Ethics - Treats people with respect; Works with integrity and ethics; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals; Supports affirmative action and respects diversity.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses available equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate alternative personnel with an alternate plan.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The Energy Solutions Hub Program Coordinator provides the support and management skills necessary to accomplish the goals set for the achieving ESH objectives. The successful candidate should be a self-starter, able to work with others toward common goals, demonstrate a respect for others and their ideas. Additional requirements include: The position requires a valid driver's license.

## **Education and/or Experience**

A minimum of three years of successful and progressively responsible related work experience. A background in or understanding of energy efficiency methods and technology, particularly for commercial, institutional, and multi-family buildings. Knowledge of or experience with grants and grant writing is desirable. Experience related to non-profit programming is helpful. Successful candidate should exhibit strong customer service orientation as MEC strives to meet the needs of our community with the highest degree of integrity.

## **Language Skills**

Must have excellent written and verbal communication abilities (both in person and on the phone), as well as organizational and event planning skills. Excellent listening skills, strong attention to detail, strong project management and organizational skills. Ability to deal with diverse constituencies; excellent grammar and written composition skills (including ability to prepare correspondence to stakeholders).

## **Computer Skills**

Experience using information systems to store data for project management, knowledge of federal grants. To perform this job successfully, an individual should have knowledge of Internet software; and strong Microsoft Office software.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written and/or oral instructions. Ability to deal with problems involving several concrete variables. Ability to work independently, multi-task. A strong ability to work well with other staff and the community.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and/or walk. The employee must occasionally lift and/or move up to 10 pounds.

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## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate due to staff phone calls and/or meetings.

Interested candidates should send cover letter and resume to [anissa@metroenergy.org](mailto:anissa@metroenergy.org)