

Metropolitan Energy Center – Job Description



Title: Program Coordinator—Central Kansas Clean Cities

Reports To: Miriam Bouallegue, Manager of Sustainable Transportation Programs

Summary

Program Coordinator – Central Kansas Clean Cities is a responsible position requiring technical understanding of alternative fuel technology planning and deployment, organizing and coordinating program activities, tracking and reporting progress for various grant activities and preparing reports to grantor agencies. The position is required to implement and monitor program activities and expenditures. The position acts as “Clean Cities Coordinator” for development of a regional Clean Cities coalition based in Wichita, KS. The position is the primary contact for the coalition efforts and is a liaison among coalition stakeholders, MEC management, and the U.S. Department of Energy. 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 communication and project management skills. General direction is provided by the Sustainable Transportation Program Manager. The position requires limited travel.

Duration and Category

Regular Full-time; Exempt

Supervisory Responsibilities

This job occasionally has supervisory responsibilities over program interns.

Essential Duties

- 1) **Project Management and Contract Compliance Support:** Assist subrecipients with and perform direct project reporting and tracking of various programmatic and financial data for assigned projects.
- 2) **Public Face of Central Kansas Clean Cities:** Oral communication for web and in-person meetings with community and stakeholders, as well as comfort with public speaking and limited media interaction.
- 3) **Meeting and Event Coordination:** Coordinate meetings, workshops, and assist with large scale events for the transportation program. Work on event design, scheduling, logistical details, promotion, and execution.
- 4) **Relationship Management:** Develop and maintain collegial relationships with stakeholders and service recipients. Work with staff to maintain and utilize an informative database of stakeholders and project partners.
- 5) **Program Support:** Assist with efficient execution of the transportation program, assist partners and stakeholders needing support. Assist with development of tools and strategies to evaluate program effectiveness. Assist with funding opportunities to sustain the program and this position long term.
- 6) **Team Contributor:** Collaborate, support and contribute positively to the work environment of a small, collegial non-profit organization.

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, skill, and/or

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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Competencies

Clean Cities Coordinators have the management skills necessary to set and accomplish goals in coordination with stakeholders and management. The successful candidate is a self-starter, able to work with others toward common goals, demonstrates a respect for others and their ideas, and is comfortable working individually and as part of a team.

- Superb attention to detail, excellent listening skills.
- Knowledge and experience forming and maintaining strategic partnerships with community organizations.
- Ability to synthesize and communicate technical information clearly and concisely to diverse audiences with limited use of jargon.
- Strong customer service orientation as MEC strives to meet the needs of our community with the highest degree of integrity.
- Organizational skills necessary to balance team and individual responsibilities
- Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Works with integrity and ethically; Upholds organizational values.
- Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Ability to work autonomously; Follows through on commitments. Completes tasks on time or notifies appropriate person with an alternate plan.
- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Adapt to changes in the work environment. Change approach or method to best fit the situation. Able to work through frequent change, delays, or unexpected events.
- The position requires a valid driver's license.

The following knowledge, skills and attributes will be considered positively in the evaluation of an application:

- Knowledge or experience with project management
- Understanding of or ability to learn the technical and political background behind Kansas and Missouri's responses to sustainability and/or transportation electrification, including knowledge of policy implementation on a local level.
- Knowledge and experience with community outreach and engagement, especially underserved rural populations
- Knowledge and experience with federal grants.

Education and/or Experience

A minimum of three years of successful and progressively responsible related work experience. Experience with or understanding of transportation planning and/or community development. Familiarity with the U.S. Department of Energy Clean Cities program and alternative fuels and clean transportation technology is desirable. A bachelor's or master's degree in a relevant discipline may be substituted for years of experience.

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Language Skills

Excellent listening skills, strong attention to detail, strong project management and organizational skills. Ability to manage diverse constituencies; excellent communication skills (including ability to prepare correspondence to stakeholders); comfortable with public speaking and meeting with stakeholders. Proficiency in a language other than English, especially Spanish, is a plus.

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 and a strong ability to work well with other staff and the community.

Computer Skills

Strong knowledge of the Microsoft 365 suite, including Teams, Outlook, Word, PowerPoint and Excel. Experience using information systems to store data for project management. Proficiency with Internet functionality and online forms and tools.

Work Environment

It is preferred for this position to be based in a home office in Wichita or another Kansas-based city or town west of Topeka.

MEC offers teleworking options, as appropriate for the work duties and at the discretion of supervisors. Work for this position may be completed remotely. Some in-person travel and meetings are required.

Salary and Benefits

Annual salary range: \$36,000 – \$45,000

Eligible to Receive Benefits: Yes

- 40-hour work week with flexible scheduling and teleworking
- 24/7 access to Plexpod coworking space, including gym
- Professional development opportunities
- Paid vacation Leave, paid sick leave & paid holidays
- Group health, dental, vision
- Free Life Insurance
- Work-Life Balance programs: paid jury leave, bereavement leave, etc. Opportunity for unpaid leave for volunteerism.

To Apply

To submit an application for this position, email a resume and cover letter with “Program Coordinator – Sustainable Transportation” in the subject line to office@metroenergy.org. In your letter, state why you are interested in working for Metropolitan Energy Center and discuss your relevant experience. Please include at least 3 references. We will contact you if we wish to schedule an interview. An employment application form will also be required for anyone called for an interview.