

Metropolitan Energy Center – Job Description



Title: Program Coordinator—Sustainable Transportation

Reports To: Miriam Bouallegue, Manager of Sustainable Transportation Programs

Summary

Program Coordinator – Sustainable Transportation is a responsible position requiring understanding of electric vehicle charging station project planning and deployment, organizing and coordinating project 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 coordinator for development of an EV charging station deployment program in underserved markets in Kansas and Missouri. 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 does not have supervisory responsibilities.

Essential Duties

- 1) Contract Compliance Support: Assist subrecipients with and perform direct project reporting and tracking of various programmatic and financial data for assigned projects.
- 2) Community Engagement Support: Engagement with community development and grassroots agencies, including leadership responsibilities to direct subrecipients executing community engagement.
- 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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Metropolitan Energy Center – Job Description



Skills and Competencies

The successful candidate is a self-starter, able to work with others toward common goals, and demonstrates a respect for others and their ideas.

- Superb attention to detail, excellent listening skills.
- Experience and/or demonstrated ability to analyze and interpret datasets in context.
- Knowledge or experience with project management
- Knowledge and experience forming and maintaining strategic partnerships with community organizations, as MEC strives to meet the needs of our community with the highest degree of integrity.
- Ability to synthesize and communicate technical information clearly and concisely to diverse audiences with limited use of jargon.
- Show respect and sensitivity for cultural differences.
- Organizational skills necessary to manage multiple ongoing individual and team tasks and adhere to deadlines. Complete tasks on time or notifies appropriate person with an alternate plan.
- Ability to work autonomously and keep commitments. Manage competing demands.
- 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 and experience with community outreach and engagement, especially underserved populations
- Knowledge or ability to learn about technologies and strategies related to electric vehicles and electric vehicle charging stations
- 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 federal grants.

Education and/or Experience

A minimum of three years of successful and progressively responsible related work experience. Experience in or demonstrated understanding of sustainable transportation, urban/rural/regional planning, and/or federal project management. A bachelor's or master's degree in a relevant discipline may be substituted for years of experience.

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). 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.

Metropolitan Energy Center – Job Description



Computer Skills

Strong knowledge of the Microsoft 365 suite. Experience using information systems to store data for project management. Proficiency with Internet functionality. Knowledge of geographic information systems (GIS) is preferred.

Work Environment

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

The noise level in the office environment may be moderate due to staff phone calls and conversations. However, alternate working space is available throughout the coworking facility to use as desired.

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.