

## Program Coordinator

***We are seeking a driven person that is motivated by our mission to catalyze the reduction of energy and carbon emissions. This person will join our Program Development Team at CEE and be highly organized, self-directed, and proactive in their approach to work. The program coordinator needs to be agile and goal-oriented as they assist with the development, launch and implementation of new energy efficiency programs at CEE. The program coordinator will conduct a wide range of activities to ensure that we achieve our program goals, including training up to support and manage delivery new programs set to launch in 2021 – for example, building energy code compliance support for city code officials.***

***The ideal candidate will have a technical background, superior people skills, and the ability to complete data analysis and write reports. They will have a team-oriented approach and be willing to complete menial tasks as well as step up and take on higher responsibilities when needed. This position will be especially attractive to candidates who wish to grow their skills and career prospects by working and training with recognized efficiency experts.***

### Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota's quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

### Responsibilities

- Play an integral part in the launch of energy efficiency programs.
- Communicate technical details and concepts in an easily understood manner to a variety of audiences.
- Assist in stakeholder engagement and communication by drafting written communications, crafting program reports and coordinating meetings.
- Develop presentations, program resources and training materials.
- Present program information and updates to key stakeholders.
- Track program activities and impacts to measure against key performance indicators; provide recommendations on program improvements.
- Collect and analyze program data and summarize results.
- Lead development of quarterly and annual reports.
- Conduct research and contribute to program strategy development.
- Assist with program planning, budgeting, invoicing and general program management.
- Other duties as assigned.

### Qualifications

- Bachelor's degree or equivalent years of experience in relevant field required
- 2 years of previous experience in coordinator or similar role preferred
- Demonstrated ability to learn and understand technical details within a given field

- Excellent written and verbal communication, and interpersonal skills
- Strong ability to craft clear and compelling deliverables
- Ability to work effectively in cross-functional teams and on a variety of tasks
- Exceptional organization and time management skills and the ability to prioritize
- Strong competency with Microsoft Office products including Word, PowerPoint and Excel required.

### **Working Conditions**

- Ability to work in fast-paced, outcome-driven environment with responsibilities to meet deadlines and program goals

### **Compensation**

\$47- 52k annually, dependent upon qualifications and experience.

How to Apply

Email or fax cover letter and resume to Human Resources:

Program Coordinator  
Center for Energy and Environment  
212 3rd Avenue North, Suite #560  
Minneapolis, MN 55401

Resume\_Submissions@mncee.org  
FAX 612-335-5995

Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.

*Equal Opportunity Employer*