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 launch and implementation of new energy efficiency programs at CEE. Specifically, the program coordinator will be working on two new programs – time of sale energy disclosure, and a statewide collaborative to advance air-source heat pump technology in Minnesota (a technology crucial to the decarbonization of space heating). The program coordinator will help deliver portions of these programs and conduct a wide range of activities to ensure that we achieve our program goals.

The ideal candidate will have a background in energy efficiency, 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
- 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.
- Gather market intelligence and contribute to program strategy development.
- Assist with program planning, budgeting, invoicing and general program management.
- Other duties as assigned.

Qualifications

- Bachelor’s degree and/or equivalent years of experience in relevant field required
- 2 years of previous experience in coordinator or similar role required
- 2 years of experience in sustainable energy or related field preferred
- 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; proficiency with Tableau and/or ARC GIS preferred.

**Working Conditions**

• Some in-state travel, expected to account for about 10% of working hours
• Ability to work in fast-paced, outcome-driven environment with responsibilities to meet deadlines and program goals

**Compensation**

• Dependent upon qualifications and experience.

**How to Apply:**

Email or fax cover letter and resume to Human Resources:

Program Coordinator Position  
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*