

Position: Program Coordinator

About Clean Energy NH: Clean Energy NH (CENH) is the leading statewide nonprofit organization working to advance a clean energy economy for all of New Hampshire. We deliver policy and technical expertise to empower businesses, municipalities, and policymakers to make informed energy decisions to lower costs, improve sustainability, and realize the other benefits of New Hampshire-based energy solutions.

About the Position: One of Clean Energy NH's primary areas of focus to advance NH towards a clean energy future is to support local energy champions by providing clean energy and energy efficiency education and technical assistance to energy committees, municipal staff, and the general public. The Program Coordinator will lead CENH's Local Energy Solutions initiative and support other organizational needs. This is a full-time position and will require some work outside of typical business hours to attend evening public meetings or potentially occasional weekend events.

Responsibilities:

Clean Energy NH seeks a Program Coordinator who is passionate about helping local energy champions make their clean energy visions a reality. Responsibilities for this position will include:

- Planning, developing, and delivering education and technical assistance to community representatives, including:
 - Preparing and delivering invited presentations at energy committee meetings;
 - Answering inbound questions and inquiries;
 - Developing and disseminating educational resources;
 - Preparing newsletters and regularly engaging the Local Energy Solutions community;
 - Planning an educational webinar series;
 - Organizing one or more annual virtual or in-person educational/networking events for municipal members;
 - Connecting people with new and existing resources.
- Develop and maintain a database of energy committee and municipal member contacts
- Serve as the primary point of contact for CENH's municipal members
- Assist Clean Energy NH's North Country energy efficiency initiative as needed
- Plan, schedule, and facilitate quarterly Local Energy Solutions Workgroup meetings and agendas.

The Program Coordinator will assist with administrative tasks such as data entry, database management, general member communications, social media engagement, and other duties as assigned. In addition, the Program Coordinator will assist with organizational event planning including the annual Local Energy Solutions Conference, the state's largest conference for clean

energy, as well as other CENH events including workshops, forums, and special member events. This position will report to the Senior Program Director.

All CENH staff are expected to engage with members, represent the organization in public venues and the media, help organize and participate in CENH events, assist and support fundraising efforts, and collaborate with other staff members to achieve organizational goals.

Required qualifications:

- Community minded and outgoing communicator
- Excellent written and oral communication skills
- Excellent organizational and time management skills, including the ability to manage multiple projects concurrently
- Ability to work efficiently as part of a team
- Proficient with Microsoft office products including Word, Excel, and PowerPoint, as well as G-Suite products
- Ability to travel locally in NH to attend energy committee or other such public meetings (mileage reimbursement is provided for work related expenses)

Preferred qualification:

- Bachelor's degree from an accredited college or university
- Knowledge of renewable energy and energy efficiency policies and programs in NH, or a demonstrated ability to quickly and accurately acquire detailed knowledge of new information
- Knowledge of customer database platforms including Salesforce, i-contact, and mail chimp
- Prior experience managing virtual meeting software and webinars
- Prior experience with event planning

Compensation and benefits:

Salary and benefits package are competitive for similarly sized non-profit organizations. CENH has a flexible work schedule and allows remote work if consistent with work responsibilities. During the Covid-19 pandemic all CENH staff are working remotely. However, once regular work activities and in person meetings can resume, this position will be based in Concord NH.

Application Process:

Application package should include cover letter, resume, and references as PDF file(s) and emailed to brianna@cleanenergynh.org with the subject line: "Program Coordinator Application". Review of applications will begin 12/18/2020 but applications will be accepted until position is filled.