

## **Position Announcement**

### **Energy Program Coordinator**

Calista Corporation and Nuvista Light & Electric are seeking a responsible and knowledgeable person to fill an Energy Program Coordinator position. This is a new position, jointly funded by Calista Corporation and the Nuvista Light and Electric Cooperative, with the goal of improving the effectiveness and efficiency of community energy systems across the Yukon-Kuskokwim Delta. The Energy Program Coordinator will be tasked with supporting and implementing various energy related technical assistance and community development activities intended to improve collaboration among local and regional entities to promote the goals of the program, which are to reduce dependency on fossil fuels, lower energy costs and create opportunities for clean energy jobs. This position is partially funded by an Inter-Tribal Technical Assistance grant from the US Department of Energy, Office of Indian Energy.

#### **Job Description**

The Energy Program Coordinator (EPC), will be a key staff position, working under and with support of the Program Directors at Calista and Nuvista. The EPC will serve as a principal contact between the communities in the region and the two sponsoring organizations. The position can be based in Anchorage or Bethel. The EPC will assist in the development and implementation of efforts designed to address the high cost of energy, reduce dependency on fossil fuels, and foster regional energy related job creation. This individual must have the initiative and motivation necessary to effectively promote the vision and goals of the program, through building the skills and knowledge of community residents so that they may become effective advocates in their communities. This will be accomplished through the development and implementation of a variety of community-level energy projects and activities. The successful candidate will also participate in trainings and expand their expertise around energy issues in the region.

#### **Responsibilities**

1. The EPC will coordinate and support activities, such as:
  - Inform members for attending public meetings and hearings
  - Organize community outreach events, identify and secure meeting locations, prepare and gather meeting materials (with supervision and assistance), and record meeting activities
  - Work with program directors to develop and implement volunteer outreach plans, supervise activities and maintain volunteer contacts
  - Work with program directors to implement community level energy system improvement programs and initiatives
  - Track progress of program participants, and assist with data collection, project evaluation, and compliance reporting
  - Coordinate public outreach and program communications
  - Assist in the design and coordination of various types of trainings targeted to increase the effectiveness of community energy systems
  - Travel within the region, Alaska, and possible lower 48 US will be required
  - Perform other duties as assigned

2. The EPC will be required to manage organizational communications and outreach: These duties will include:

- Maintain a current contact list with communities, and provide regular program updates to contacts
- Prepare, edit, and distribute a semi-annual newsletter
- Assist with website updates
- Represent CEMAI at meetings as necessary
- Prepare and deliver community presentations as necessary, with assistance from program directors
- Assist with management of social media accounts
- Other general administrative support

### **Minimum Qualifications (Required)**

- Ability to communicate clearly, verbally and in writing
- High school diploma or GED
- Basic computing and computer skills
- Knowledge of the Yukon-Kuskokwim Delta region and/or other Alaska Native cultures and regions
- Proven ability to interact effectively and efficiently with community leaders
- Proven ability to coordinate various program activities, while building and strengthening relationships
- Interest in clean energy issues

### **Preferred Qualifications**

- At least 2 years experience in program management and implementation
- Enthusiastic, self-motivated, and independent worker
- Works well under pressure and takes deadlines seriously
- Proven ability to work effectively and creatively with diverse people and groups
- Willingness to work a flexible schedule including some evenings and weekends
- Ability and willingness to travel throughout the Yukon-Kuskokwim Delta region
- Computer proficiency in Microsoft Word, Excel, and PowerPoint and a willingness to develop additional skills as needed
- Basic understanding of energy concepts and expressed interest in related topics

Interested applicants should send a letter of interest and resume with three references, to <mailto:recruitment@nuvistacoop.org>.

Electronic submissions only. Please put "Resume" in the subject line.

**AN EQUAL OPPORTUNITY EMPLOYER:** Calista and Nuvista are Equal Opportunity Employers. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Anticipated Job Duration:** 2 years with potential for additional funding and employment