Utah Clean Energy is a nonprofit organization leading the clean energy transformation in Utah and the West. We work to stop energy waste in homes and buildings, create clean energy, and build a smart energy future. We are seeking two full-time (1,700) Utah Conservation Corps members to support our renewable energy and energy efficiency program activities.

The Clean Energy Project Coordinators will:

• Provide program and research support to Utah Clean Energy staff working on energy efficiency and renewable energy programs
• Conduct community and business outreach on renewable energy and energy efficiency at various community and business events
• Coordinate meeting, workshop, and event logistics in collaboration with project partners
• Track program outcomes, data, and contact information relating to various clean energy programs, using Salesforce database
• Assist Utah Clean Energy staff with program activities relating to the Clean Energy Business Coalition, participant data tracking, and coordinating logistics for quarterly meetings
• Assist Utah Clean Energy staff with program and grant reporting activities

The Successful Candidate:

• Possesses excellent oral and written communication skills
• Pays attention to details, sees projects through to completion, and understands how to set priorities
• Possesses a background and commitment to environmental and/or energy-related issues
• Is comfortable using Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
• Provides their own transportation or utilizes public transit
• Works collaboratively with coworkers and community partners
• Be available to start service contract in January 2017

Hours and Compensation:
This full-time position requires the fulfillment of 1,700 hours of service over a 12 month period. While this is an unpaid position, Utah Conservation Corps (AmeriCorps) members receive the following benefits:

• $12,530 annual living allowance
• $5,775 AmeriCorps Education Award (upon completion of service)
• Health insurance and childcare options
• Pre-service orientation and in-service training
• Utah State University graduate level environmental education courses (optional)
• Utah Environmental Education Certification (optional)

To Apply:

• Please email a resume and cover letter to admin@utahcleanenergy.org with “Project Coordinator Application” in the subject line. (No phone calls please.) The position will remain opened until filled, but preference will be given to applications received before December 5, 2016.
• For more information about becoming a Utah Conservation Corps Member and associated benefits, please visit www.usu.edu/ucc/.