



We Partner to Build the New Clean Energy Economy

## JOB DESCRIPTION

### Utah Conservation Corps (AmeriCorps) Members (1,700 Hour Service Contract)

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](mailto: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/](http://www.usu.edu/ucc/).