

Energy District Coordinator

POSITION DESCRIPTION

Department:	Conservation	FLSA Status:	Non-Exempt
Reports To:	Executive Director	Union Status:	Non-Union
Supervises:	No	DOL Status:	Full Time
Job Code / EEOC Cat:	Click to enter text.	Date Revised:	5/14/2024

Position Purpose

A permanent, full-time position under the direct supervision of the Clayton County Conservation Board's Executive Director. This employee works alongside the Administrative and Environmental Education staff to carry out the daily and long-range work activities in environmental education and natural resource conservation as described in the Clayton County Conservation Board's mission statement. Work involves clean energy education programming and community engagement focused on energy burden relief, climate stewardship and clean energy prosperity.

Position Responsibilities

ESSENTIAL FUNCTIONS OF THE JOB

- Implement inclusive community engagement programming
- Work with third-party energy coaches & special project implementers
- Track and promote clean energy infrastructure projects and energy burden relief
- Understand, analyze, and promote clean energy practices

SPECIFIC TASKS OF THE JOB

- Develop, manage, and track inclusive clean energy technical assistance and community engagement programs for residents:
 - Help recruit and work with third-party energy coaches and project specialist
 - Cultivate and manage technical assistance applicant roster
 - Track and communicate county energy burden rates
 - Track and communicate county clean energy projects
- Promote local awareness and understanding of energy conservation.
- Develop educational programming.
- Plan, organize, promote and host public events.
- Develop and distribute press releases, blog posts, brochures, fact sheets, and monthly e-newsletters.
- Create and manage storyboard galleries.
- Create an annual impact report.
- Oversee and maintain online presence through the website, email marketing, and social media.

- Cultivate local leader relationships and network with media, public officials, business owners, the clean energy district's contractor network, and utilities.
- Communicate relevant clean energy policy.
- Gain knowledge of and communicate federal, state, and local clean energy funding opportunities.
- Seek and compose appropriate grant proposals.
- Assist in coordinating fundraising campaigns.
- Engage with the Clean Energy Districts of Iowa & the Iowa Clean Energy State Table and other organizations supporting best practices

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Assist with opening and closing the Osborne Conservation Center
- Answer requests for information about conservation, education programs and recreation areas
- Work within an approved budget with expenses pre-approved by the Director
- Provide assistance to the environmental education staff during school or public programs
- Assist partner organizations
- Develop organizational partnerships and recruit volunteers
- Train and assist volunteers
- Attend trainings and certification classes
- Document incident reports and present to Director for the County Safety Committee
- Other duties as assigned

Position Requirements

Education, Licenses, Certifications, and Training Requirements:

- Must be 18 years of age or older
- High School graduate, associate degree+ in related field *preferred*
- Valid driver's license
- Must pass a pre-employment physical through the county's provider
- Familiarity with Iowa Code, Chapter 350 emphasis *preferred*

Experience:

This position requires knowledge and experience in environmental education programming and energy conservation.

Knowledge, Skills, and Abilities:

- Ability to analyze and interpret data and prepare reports, statements and projections
- Ability to communicate with the public in a tactful and courteous manner
- Ability to understand and follow oral and written instructions
- Knowledge of personal computer operation, and other basic office equipment

- Ability to assist the general public in obtaining information about energy conservation, fishing, camping, hunting, environmental education programs and other related information
- Ability to self-start and find work projects

Work Environment & Physical Demands:

The work environment and physical demands described here are those of which must be met by the employee to successfully perform essential functions of said position. Accommodations within reason may be made to enable any individuals with disabilities to perform the essential functions of their position.

- The duties of this position require constant exposure to dust, noise, vibrations from tool usage, excessive heat/cold, working around moving equipment, and working near trip/fall obstacles.
- Frequent standing, bending, walking and lifting are required to perform regular duties. Will be required to frequently lift 0-10lbs, occasionally lift 11-50lbs, and seldom carry 50+ lbs (anything over 50lbs will be moved by two people).
- This position’s duties require the worker to adhere to the conservation board’s personal protective equipment (PPE) policy and utilize the required PPE required for given duties. All PPE will be furnished as required.

This position shall have ability to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the County.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

Clayton County reserves the right to revise or change the job responsibilities as business needs arise. This job description does not constitute a written or implied contract of employment, other than an "at-will" employment relationship.

Reviewed and Acknowledged:

Employee: _____

Date: _____

Reviewed and Approved:

Supervisor: _____

Date: _____

Dept Head: _____

Date: _____

HR Designee: _____

Date: _____