

## **Job Announcement**

### **ASSOCIATE PROJECT COORDINATOR – SUSTAINABILITY WORKFORCE + EDUCATION**

Strategic Energy Innovations  
San Rafael, CA

Strategic Energy Innovations (SEI) is seeking an Associate Project Coordinator to support our Green Workforce and K-College Education sectors. This position requires a multitasker who is excited to lead and support a variety of our team's workforce education and training programs, partnerships and training of youth and emerging professionals.

This is a full-time regular position based out of our main office staff in San Rafael, CA. Typical working hours are Monday-Friday, includes travel and field support, and requires flexibility for occasional evening and weekend work. Applications will be considered on a rolling basis.

#### **ABOUT SEI**

SEI is a non-profit organization based in San Rafael, Marin County with a 20+ year track record of designing and facilitating high-impact sustainability initiatives. SEI is committed to actions that sustain our planet. We achieve this goal by partnering with community groups that are integral to local climate and energy solutions, such as housing providers, schools, colleges and universities, and municipal governments through funding from diverse federal, state, municipal, and foundation sources. Our staff works closely in a team-oriented environment supporting each other on projects and creatively developing new models and approaches. We're looking for a resourceful individual to join our team who enjoys leading and supporting multiple concurrent projects and has the ambition to grow with our organization. More details on our programs and services can be found at:

- <http://www.seiinc.org>
- <http://www.climate-corps.org>
- <http://www.energizecolleges.org>
- <http://www.energizeschools.org>

#### **ASSOCIATE PROJECT COORDINATOR RESPONSIBILITIES**

The Associate Project Coordinator reports to and supports the activities of SEI's Executive Director and other program directors and managers, in addition to leading programs of their own. We are looking for candidates who can work comfortably and professionally with a diverse set of colleagues, partners, clients and program participants, that include: high school teachers and students, college faculty and students, young professionals, federal, state and local government department staff, policy makers, community stakeholders, financial and technical service providers, and funders. The Associate Project Coordinator will be involved in all phases of projects, from design and fundraising, to planning, implementation, evaluation and reporting. This team member will manage staff and external partners contributing to their programs, providing appropriate direction, support, mentoring and supervision.

## **RESPONSIBILITIES WILL INCLUDE:**

- Lead and/or assist on programs focused primarily on our efforts within our workforce and education sectors.
- Supervise, teach, or mentor students and/or young professionals working on climate protection projects in trainings, in schools, on campuses, local governments, non-profits, and private companies.
- Establish and expand strategic contacts and our agency's reputation as an innovator, expert and thought partner by representing the organization externally at select conferences, workshops, meetings and events.
- Assist with all aspects of our workforce development programs, including participant recruiting, supervision and oversight, training and professional development, and maintaining the administrative structures that enable fluid program delivery and reporting.
- Assist with all aspects of our education projects and programs, including curriculum development, teacher training, instructional planning, direct instruction, staff supervision and mentorship, evaluation, and reporting.
- Support our team with various fundraising activities, including proposal and grant writing efforts.

## **QUALIFICATIONS**

- Master's degree in a quantitative, educational or environmental discipline. A Bachelor's degree may be considered in cases where applicant can demonstrate relevant job or equivalent master's level experience with an increasing degree of scope and responsibility.
- Broad understanding of sustainability, climate change, energy conservation, energy efficiency, and renewable energy concepts and topics, evidenced by experience teaching these subjects and/or pursuit of additional coursework, seminars and professional certifications.
- Knowledge, experience and skill in the education sector, with traditional or non-traditional teaching, public speaking, group presentations. Understanding of the organizational mechanisms of city governments, non-profit and for-profit organizations, school districts, high schools, and colleges highly desired.
- Valid drivers' license and access to a reliable vehicle.
- Evidence of strong verbal and written communication, analytical and organizational skills.
- Experience and ease developing relationships and skilfully working with colleagues, partners, clients, and constituents.
- Prior people management, mentoring and supervision experience and aptitude, including ability to convey direction in a positive, constructive and succinct manner. Aptitude for interpersonal rapport building and working collaboratively with others.
- Track record of successful project management and taking on a growing body of work with timely fulfilment of associated tasks & deliverables.
- Exceptional time management and organizational skills and ability to self-manage and follow through to ably and reliably meet multiple, concurrent deadlines.
- Strong experience with and interest in various information technologies along with competency across the Microsoft suite of office automation software (e.g.: MS Word, Excel, Power Point, etc.). Aptitude to quickly learn industry or project specific software.
- Ability to work under direct supervision, collaboratively in teams/ partners, or independently.

## **COMPENSATION**

SEI offers a competitive starting salary for this position of \$50K plus company paid medical benefits.

**PHYSICAL REQUIREMENTS**

This position requires applicants to perform the following tasks: Read/comprehend, write, perform calculations, communicate orally, reason and analyze, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 40 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

**APPLY TO**

Qualified applicants should email a resume and cover letter describing how their interest, qualifications, and experience are a perfect match for this position, to Strategic Energy Innovations at [jobs555@seiinc.org](mailto:jobs555@seiinc.org) Please include “Associate Project Coordinator” in the subject line of your email.

No phone calls please. Strategic Energy Innovations is an equal opportunity employer.