

JOB DESCRIPTION

DEED & Engineering Services Coordinator *Exempt*

DEPARTMENT: Engineering Services

Reports to: DEED Program Director

Part 1: Position Summary

The DEED & Engineering Services Coordinator is largely responsible for key aspects of the DEED program in the areas of membership, marketing, board communications, grant administration, and DEED's scholarship program. Coordinates Engineering Services department activities as needed by the Senior Vice President of Engineering Services and other duties as assigned.

Part 2: Duties and Responsibilities

DEED Membership and Marketing

- Responsible for DEED program correspondence including large membership mailings and emails.
- Responsible for DEED monthly dues renewal process and follow up for unpaid invoices.
- Works with the DEED Program Director to create and implement DEED marketing plan and produce DEED marketing collateral.
- Creates marketing content for use in APPA's various news media and DEED-specific media such as the DEED Digest, monthly electronic newsletter, DEED micro-website, etc.
- Coordinates shipping of the DEED booth, flyers, and other marketing collateral to various conferences throughout the year.
- Evaluate tracking statistics and implement new strategies to increase DEED electronic newsletter viewership
- Works with DEED Program Director to educate nonmembers about the DEED program through various channels such as webinars, articles, conferences, etc.
- Attends Association and industry conferences representing the DEED Program to foster current and new relationships with members and potential industry research partners.

DEED Board and Administrative Functions:

- Coordinates DEED's Grant and Scholarship Application Process using Aptify and Foundant.
- Responds to inquiries from potential applicants and registers eligible grant and scholarship applicants with an account in the grant management system.
- Handles various grant and scholarship functions including: process setup, correspondence, contract and records management, payment processing, timely grantee reporting and posting of project reports and deliverables to the DEED Project Database, accurate data entry within necessary DEED software applications, coordination of student travel to/present at APPA conferences, and execution of project closeout procedures.
- Manages access to and administers the DEED Board of Director's online communication portal, BaseCamp.
- Prepares reports and spreadsheets, processes applications, and coordinates logistical, food and meeting arrangements for DEED's bi-annual Board of Directors meetings and board dinner.
- For DEED's award program, coordinates application process, communication with judges, creates and distributes judges' binder.
- Coordinates the administration, delivery, and marketing of DEED Webinars, including setting up webinars in Aptify, ReadyTalk, and online, distributing appropriate and timely sign-in information and follow-up emails, communicating/troubleshooting with speakers and members, leading practice sessions, drafting scripts and PowerPoints, editing recording and managing the online webinar archive. Coordinates and executes promotion and marketing of DEED webinars via APPA media

channels. Ensures compliance with ANSI/IACET Standard by calculating and verifying the number of CEUs to be awarded; maintaining complete and accurate records; tracking continuing education credits; verifying attendance, and compiling completion certificates/generating transcripts as needed.

- Works on activities to boost public power workforce development such as creation of career resources to stimulate interest in public power careers and DEED scholarships.
- Helps maintain historical records.
- Serves as a contact to pitch DEED membership benefits to potential new members and current members interested in learning about their benefits

Engineering Services Functions:

- Develops a thorough knowledge and understanding of the Association, its membership, and the role of the Association as a service organization.
- Supports Sr. VP Engineering Services on Association work, such as the electric vehicle initiative, including drafting proposals, communication between staff, members, and clients, conducting surveys, and staying abreast of developments related to public power's involvement in electric vehicle infrastructure development.
- Liaison for Energy Services Committee. Responsible for planning and coordinating ES sessions with ES officers for the Association's Customer Connections Conference; Responsible for energy services listserv and research, writing, reporting, and analytical work related to energy services such as the Association's energy efficiency report.
- Researches and responds to member requests in a timely manner.
- Works on other Engineering Services programs and projects such as the Reliable Public Power Provider (RP3) program, eReliability Tracker, Mutual Aid, and Muni-lab, as needed.
- Generates and conducts surveys and impact evaluations.
- Performs registration and other functions to deliver successful APPA events such as the Engineering & Operations Technical Conference, Lineworkers Rodeo, and other meetings as needed.
- Contributes new ideas to improve engineering services' programs and processes and increase efficiencies.
- Processes expenses for DEED Program Director and Senior Vice President of Engineering Services
- Coordinates all aspects of small in-house meetings for DEED and other meetings as needed
- Develops a thorough knowledge and understanding of DEED-related computer applications such as grant management software (Foundant Technologies), webinar software (ReadyTalk), association management software (Aptify), Survey Gizmo, RealMagnet, BaseCamp, etc.

Part 3: Qualifications

- Degree from a 4-year college or university.
- Three to five years relevant job experience.
- Ability to work independently to carry out duties and responsibilities, prioritize workload, and handle a variety of tasks simultaneously in a deadline-oriented environment.
- Detail-oriented with excellent organizational skills.
- Strong writing skills with the ability to translate technical information and reports into well-written, understandable summaries, articles, and correspondence.
- Creative and logical thinker with the ability to take initiative and contribute new ideas.
- Strong interpersonal communication and customer services skills when dealing with internal and external customers, including tact and courtesy in dealing with co-workers, the public, and members.
- Thorough knowledge of Microsoft Office Suite applications, word processing, spreadsheet and database management.
- Advanced Internet research skills.
- Basic knowledge of HTML to maintain web-based, project database.

- Ability to travel to and work at APPA meetings, both in and out of town.