

Energy Research Program Coordinator

The American Public Power Association is looking for an organized coordinator with excellent customer service skills to be responsible for key areas of the DEED program including marketing, board communications, grant administration, and DEED's scholarship program.

This person should be passionate about any of the following areas: efficiency, energy, electric utilities, R&D, science and have a desire to work in grant management.

The ideal candidate for this position should be able to:

- Perform grant and scholarship management activities while using customer service skills and software to:
 - Onboard/offboard users to the grant management process and systems
 - Answer questions
 - Facilitate the grant process
 - Handle grant submittals and necessary accounting, including providing status of grants as needed
 - Process grant-related transactions dues & invoices via the Association's AMS
- Independently setup and run webinars
- Independently put together and draft monthly Program e-newsletter
- Independently facilitate board meeting setup and logistics, and with guidance prepare necessary board materials
- Keep track of multiple board and program initiatives
- Setup and schedule calls / meetings/ take notes/ be organized and undertake activities to solve problems and complete action items relative to the program.

Some of the position's responsibilities include:

DEED Membership and Marketing

- DEED program correspondence including large membership mailings and emails.
- The DEED monthly dues renewal process and follow up for unpaid invoices.
- Working with the DEED Program Director to create and implement DEED marketing plan and produce DEED marketing collateral.
- Creating marketing content for use in APPA's various news media and DEED-specific media such as the monthly electronic newsletter, DEED micro-website, etc.

DEED Board and Administrative Functions:

- Coordinating DEED's Grant and Scholarship Application Process using the Association's AMS and grant management system.
- Responding to inquiries from potential applicants and registering eligible grant and scholarship applicants with an account in the grant management system.
- Handling 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.

Engineering Services Functions:

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- Developing a thorough knowledge and understanding of the Association, its membership, and the role of the Association as a service organization.
- Supporting 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.

Please visit www.publicpower.org/careers to view the full job description.

To be qualified for this position you must have the following:

- Degree from 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.
- 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.

The American Public Power Association is an equal opportunity employer.

Qualified candidates should reply with a writing sample, cover letter, and resume to humanresources@publicpower.org with **ERP Coordinator** in the subject line.

Please provide a writing sample, cover letter and resume.

Writing sample:

Please respond to the following prompt (below) in 500-1000 words:

The American Public Power Association's Demonstration of Energy & Efficiency Developments (DEED) program funds research, pilot projects, and education to improve the operations and services of public power utilities.

Learn a little bit about the DEED program, then explain your interest in a position supporting this program at APPA and why you would be a good fit.