

POSITION DESCRIPTION MONROE COUNTY ENERGY CHALLENGE ENERGY WORKPLACE PARTNERS PROGRAM COORDINATOR

Position: MCEC Workplace Partner Program Coordinator

Duration: 5-10 hrs/week

Compensation: Unpaid

Deadline to apply: June 30, 2017

Send email indicating interest to: mocoenergychallenge@gmail.com

The MCEC Workplace Partners Program (WPP) is based on the idea that workplaces can be a catalyst for positive change in our community. The focus of the WPP is to encourage a shift in employee behaviors at home, and sharing information with customers and clients as desired. MCEC provides all the materials and information businesses need to help their employees and customers save energy in their homes, while also making them more mindful of their energy use at the business.

MCEC is currently partnered with 25 local businesses at various levels and has begun conversations with additional potential partners. The estimated direct employee outreach for the first 25 partners is over 7,000 Monroe County residents based on number of employees. Since many of the businesses also rely heavily on client interactions and client newsletters, the total estimated outreach in Monroe County is 55,000 and up to 82,000 throughout the state.

The MCEC works with each business to individualize the WPP program to meet their specific needs, resulting in very diverse outreach methods. Members distribute energy efficiency information to employees and clients through a wide range of methods including newsletters, digital slides on hallway monitors, informational booths and displays, monthly contests, social media, and the distribution of posters, brochures and flyers.

Some partners further engage by hosting MCEC presentations at all-employee meetings, organizing energy fairs or events at their businesses, inviting MCEC to client after-hours events, and nominating Energy Leaders. Some partners also grant additional funds to help MCEC develop and implement various community energy programs.

Duties:

Act as an active connector between the Challenge and Monroe County businesses.

Coordinator will:

- Design and distribute a monthly newsletter, digital slides, and sample social media posts to WPPs
- Distribute MCEC materials (brochures, stickers, coasters etc) to businesses as requested
- Schedule presentations on energy conservation at employee meetings, bring the EnergyBus, EnergyBike or other appropriate MCEC activities/materials to company events and other outreach opportunities
- Expand the Workplace Partners Program by inviting new businesses to participate

Skills and interests desired

- A genuine interest in helping Monroe County residents save energy
- Willingness to think creatively about outreach strategies for a specific sub-population, business, or organization.
- Knowledge of energy conservation techniques and renewable energy resources
- Newsletter design
- Ability to communicate effectively to diverse audiences
- Ability to work under minimal supervision

Eligibility

Applicants must be at least 18 years of age. To apply or learn more:

To apply or learn more

Send an email outlining your interest to mocoenergychallenge@gmail.com or call 812.349.3558.