



Employment Opportunity

Metro CERTs Community Organizer

Green Institute seeks an Organizer whose primary responsibility would be to provide organizational support to communities for the Metro Clean Energy Resource Teams (CERTs) Network. The position reports directly to the Metro CERTs Coordinator. Please submit applications to dmckeown@greeninstitute.org or to Diana McKeown at 2801 21st Ave. S. Minneapolis, MN 55407. Applications received after COB June 15, 2009, may not be considered.

BACKGROUND

The Green Institute's mission is to "sustain the environment and our communities through practical innovation." The Community Energy Program accomplishes this through working to develop or assist in the development of community-oriented renewable energy and energy efficiency projects. The Green Institute is interested in leveraging its experience in project-oriented work to assist a broad range of communities in developing projects.

Citizens from around the state have developed a bold vision for Minnesota's energy future that draws on greater energy efficiency and production from clean 21st Century technologies including wind, biomass, biofuels and solar. The Clean Energy Resource Teams (CERTs) project, launched in 2003, is connecting these citizens with the technical resources they need to identify and implement community-scale energy efficiency and clean energy projects. CERTs is a collaborative venture of the University of Minnesota's Regional Sustainable Development Partnerships, Minnesota Department of Commerce's State Energy Office, Minnesota Project, Southwest Regional Development Commission, community members across the Minnesota, and since 2007, The Green Institute. The goal of a Metro CERTs network is to work collaboratively with the statewide CERTs partners to help foster, connect together, provide support and increase the effectiveness of local Twin Cities efforts to conduct community energy planning and implement community-scale energy efficiency and clean energy projects.

More information at www.greeninstitute.org and www.cleanenergyresourceteams.org

Sustaining the environment and our communities through practical innovation.

2801 21st Avenue South Suite 110 Minneapolis, MN 55407

Tel (612) 278-7100 Fax (612) 278-7101 www.greeninstitute.org

RESPONSIBILITIES AND DUTIES

The Metro CERTs Organizer will be responsible for assisting communities with resources to create local energy projects as part of the Metro Clean Energy Resource Teams Network. This includes the following tasks, to be implemented in partnership with the Network Coordinator:

- Lead organizing efforts for some of the Metro CERTs events with the assistance of other Green Institute staff and partners, and the statewide CERTs events coordinator
- Support CERTs network communications strategies, including website content, other e-communication, media strategy, and fact sheets and other materials
- Staff community events and tabling opportunities
- Be the lead contact for specific CERTs affiliates/CERTs projects
- Develop and maintain strong relationships with key partner organizations, including existing CERTs staff, leading clean energy non-profits, neighborhood groups, clean energy businesses, city and county staff, and utilities
- Work to promote and facilitate providing assistance to the local energy initiatives of CERTs affiliates
- Work with interns to assist with project implementation
- Work on other Green Institute energy initiatives as necessary

QUALIFICATIONS AND EXPERIENCE

A qualified candidate will possess the following characteristics:

- Strong community organizing skills, facilitation skills helpful
- Strong written and oral communications skills
- Experience implementing effective communications strategies
- Knowledge of and experience with renewable energy and energy efficiency issues and projects
- Technical background in energy research and data analysis (such as provided by an advanced degree) desired but not required
- Ability to work effectively with a wide range of people and as part of a team
- Ability to self-initiate and work independently, including effective time management
- Attention to detail and ability to identify problems and develop solutions
- Minimum of three years work experience in a related endeavor
- Basic computer skills (Word, Excel, etc.)

SALARY AND BENEFITS

This is a full-time position with a competitive salary (commensurate with qualifications and applicant's current and/or past positions) plus a complete benefits program including health, dental, disability, retirement and vacation. Occasional evening and weekend work hours to attend community events/meetings will be necessary.

Green Institute is an equal opportunity employer.