



## Press Release

18 May 2010

# Northwest Clean Energy Resource Team (CERT) Seeks Regional Coordinator

### Contact UM RSDP CERT Coordinator:

Lissa Pawlisch

University of Minnesota's Regional Sustainable Development Partnerships

CERTs Coordinator

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[www.cleanenergyresourceteams.org](http://www.cleanenergyresourceteams.org)

**May 18 – Crookston, MN** – Do you lecture your family about turning off the lights? Would you consider a visit to a wind turbine a good use of vacation time? Do you like to talk with others about clean energy? We have a job for you! The Northwest Clean Energy Resource Team seeks temporary appointment of a Northwest CERT Regional Coordinator.

The Northwest CERT Regional Coordinator will be instrumental in advancing the NW CERT's mission to advance clean energy in the region by working with various organizations and individuals across the region and connecting them with the resources they need to identify and implement local energy efficiency and clean energy projects. The ideal candidate for this position will be someone with knowledge of clean energy practices, models and technologies and someone who likes to, and is good at, working with people.

Position will be paid via contract with CERTs (~ \$16-\$20/hour, full-time equivalent) from July 2010 through June 2011. The Northwest Coordinator will be supervised by and report to the CERT Coordinator for the UM Regional Sustainable Development Partnerships. The Coordinator is likely to work out of a home office but may be able to "satellite" with various partners around the region.

Travel is required to perform the responsibilities of this position; a personal vehicle is required, with reimbursement of travel to be made according to State policies.

Position general responsibilities, qualifications and additional information can be accessed at <http://nwjob.mncerts.org>.

Send resume to Lissa Pawlisch, University of MN, 411 Borlaug Hall, 1991 Upper Buford Cir, St. Paul, MN 55105 or to [PAWL0048@umn.edu](mailto:PAWL0048@umn.edu) by June 15<sup>th</sup>.

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## Northwest Clean Energy Resource Team (CERT) Regional Coordinator Position Description

<b>Release Date:</b>	May 18, 2010
<b>Due Date:</b>	June 15, 2010 at 4:30pm
<b>Temp. appointment:</b>	July 2010 – June 2011
<b>Appointment:</b>	contract basis
<b>Salary:</b>	\$16.00 - 20.00/ hour
<b>Benefits:</b>	None
<b>Reports to:</b>	Lissa Pawlisch, UM Regional Sustainable Development Partnerships CERTs Coordinator
<b>Office location:</b>	TBD
<b>Equipment/supplies:</b>	will need to provide own computer and transportation

### Description of the project(s):

The Northwest CERT is one of seven regional Clean Energy Resource Teams (CERTs). CERTs overall mission is to connect people with the resources they need to identify and implement community-scale energy efficiency and clean energy projects. The Coordinator will provide on-the-ground support to the Northwest CERT and be instrumental in working with various organizations and individuals to move clean energy projects forward.

### General Responsibilities:

*General Duties:* The Coordinator will work with the Northwest CERT Steering Committee and teams and statewide CERT staff on a variety of tasks including but not limited to the following:

- Maintain strong working relationships with Steering Committee members, Team members and other local stakeholders
- Help build strong relationships with existing and emerging local energy organizations and committees and provide support to these entities as appropriate
- Convene existing and emerging local energy organizations, as needed, to help build a broader sense of connection among these various groups across the Region
- Broaden CERTs reach and impact by developing new connections and relationships with communities members interested in pursuing clean-energy projects
- Recruit participants for and assist coordination of community energy efficiency campaigns
- Coordinate and implement various outreach and educational efforts
- Assist with connecting regional team members and community representatives to needed technical resources for energy efficiency and renewable energy projects
- Identify potential funding sources for community-energy projects and help community-based teams pursue these opportunities
- Assist with the organization and promotion of quarterly CERT regional events/meetings/tours (procure meeting space and refreshments, contact potential speakers, create and distribute media releases, etc.)
- Give presentations to local organizations, at community meetings, and at local energy fairs and events; partner with other groups and organizations who are planning energy-related forums
- Staff a CERT display at local events deemed appropriate by the Northwest CERT Steering Committees

- Compile and organize a list of regional stakeholders with an interest in energy efficiency, solar, wind, and biomass; educators; economic developers; community leaders; representatives of local utilities; bankers; etc.
- Assist CERT with implementing the goals set forth in the Northwest Regional Strategic Energy Plan (<http://www.cleanenergyresourceteams.org/publications/regional-plans>)
- Other projects that the Steering Committees and Program Partners assign

**Qualifications:**

- Strong community organizing and group facilitation skills
- Working knowledge of and interest in community-based organizations
- Detail oriented with strong written and oral communication skills
- Knowledge of and interest in energy issues, renewable energy, and energy efficiency projects, options and strategies
- Ability to work effectively with a wide range of people and as part of a team
- Reliable, self-motivated individual who can take direction and work independently
- Experience developing and implementing effective communications strategies
- Technical background in energy research and data analysis preferred but not required
- BA or BS. Graduate degree or progress toward advanced degree preferred but not required
- Proficiency in Microsoft Office applications and web-based tools
- Familiarity with communities of the Northwest CERT Region
- Willingness to work as a contract employee

**Travel:**

Travel is required to perform the responsibilities of this position. The Coordinator(s) will need to provide his/her own means of travelling throughout the state. Reimbursement will be made according to University of Minnesota policy.

**Appointment:**

This is a temporary (July 2010- June 2011) contract position.

**Administrative accountability:**

This position reports to Lissa Pawlisch, CERT Coordinator for the UM Regional Sustainable Development Partnerships.

**More information:**

Full position description available at: <http://nwjob.mncerts.org>.

**How to apply:**

Send resume to Lissa Pawlisch, CERT Coordinator, University of Minnesota, 411 Borlaug Hall, 1991 Upper Buford Cir, St. Paul, MN 55105 or to [PAWL0048@umn.edu](mailto:PAWL0048@umn.edu) [PAWL zero zero four eight] by June 15<sup>th</sup>.