



Press Release

9 November 2009

Southwest & West Central Clean Energy Resource Team (CERT) Seek Regional Coordinator(s)

Contact SW CERT Coordinator:

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NOVEMBER 9th, SLAYTON, MN – The Southwest and West Central Clean Energy Resource Teams seek temporary appointment of Southwest and West Central CERT Regional Coordinator(s).

The Coordinator will be instrumental in working with various organizations and individuals to move community-scale projects forward within the region by connecting people with the technical resources they need to identify and implement local energy efficiency and clean energy projects.

Position will be paid by contract with CERTs \$16.00 - \$20.00 an hour for either a 40-hour/week appt or two 20 hours/ week appointments from December 2009 – June 2010 (no benefits) and with the potential for renewal through June 2011. Southwest and West Central CERT Coordinator(s) will be supervised by and report to the CERT Coordinator for the UM Regional Sustainable Development Partnerships. Position may office out of a home office or may be provided space with one or more of the Project Partners.

BA or BS, technical background in energy research and data analysis desired but not required. Travel is required to perform the responsibilities of this position, personal vehicle is required, reimbursement of travel will be made according to State policies.

Position general responsibilities, qualifications and additional information can be accessed at <http://www.cleanenergyresourceteams.org>. Send resume to Annette Bair, Southwest Regional Development Commission and Southwest CERT coordinator by 11/20/09 4:30 pm at either phydev@swrdc.org or 2401 Broadway Ave, Slayton, MN 56172. Position to be filled by January 2010.

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Southwest and West Central Clean Energy Resource Team (CERT) Regional Coordinator(s)

Position Description

Release Date:	November 9, 2009
Due Date:	November 20, 2009 at 4:30pm
Temp. appointment:	December 2009 – June 2010 (with potential for renewal)
Appointment:	Hourly, by contract Depending upon the application pool this may be one full-time position or may be broken into two part-time positions both working @ 20 hours per week
Salary:	\$16.00 - 20.00/ hour
Benefits:	None
Reports to:	Lissa Pawlisch, UM Regional Sustainable Development Partnerships CERTs Coordinator
Office location:	TBD
Equipment/supplies:	will need to provide own computer and transportation

Description of the project(s):

The Southwest and West Central CERTs are two of seven regional Clean Energy Resource Teams. CERTs overall mission is to connect people with the technical resources they need to identify and implement community-scale energy efficiency and clean energy projects. The Coordinator, or Coordinators, will provide on-the-ground support to each of the two regional CERTs and be instrumental in working with various organizations and individuals to move clean energy projects forward.

General Responsibilities:

General Duties: The Coordinator(s) will work with the Southwest and West Central CERT Steering Committees and teams and statewide CERT staff on a variety of tasks including but not limited to the following:

- Maintain strong working relationships with team members and other local stakeholders
- Broaden CERTs reach and impact by developing new connections and relationships with communities, their leaders and members, interested in pursuing clean-energy projects
- Help build strong relationships with existing and emerging local energy organizations and committees and provide support to these entities as appropriate
- Recruit participants for and assist coordination of community energy efficiency campaigns
- Coordinate and implement various outreach 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 and partner with other groups and organizations planning energy-related forums

- Staff a CERT display at local events deemed appropriate by the SW and WC CERT Steering Committees
- Compile a list of regional technical advisers such as energy efficiency, solar, wind, and biomass technical experts; educators; economic development experts; government officials; representatives of local power companies; bankers; etc.
- Assist CERT with implementing the goals it set forth in the SW and WC 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 desired but not required
- BA or BS. Graduate degree or progress toward advanced degree desired but not required
- Proficiency in Microsoft Office

Travel:

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

Appointment:

This is a temporary (October 2009-June 2010), hourly appointment with the intent to continue the position into the following fiscal year (July 2010 – June 2011), and with the potential to expand this to more than one position.

Administrative accountability:

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