

High Country Conservation Center
Park County Energy Coordinator
Job Description

General Description of Duties:

The Park County Energy Coordinator will work with the Region 13 (Summit, Park, and Lake Counties) Community Energy Coordinator implementing related programs in Park County. The Coordinator is expected to support the Energy Efficiency and Renewable Energy (EERE) Initiative programs already underway in Park County, to understand and promote the Governor's Energy Office (GEO) energy efficiency & renewable energy programs and to support their implementation across Park County.

The Park County Energy Coordinator is a Part Time position (approximately 20 hours / week) and will report directly to the Community Energy Coordinator. This is a two-year, ARRA grant funded position. The expectation is that this position will grow to a full time, permanent position by obtaining additional grants and other funding over the two years. Some benefits are available. Pay range is \$16 to \$18 an hour DOE.

The Coordinator is expected to be available to the public during normal business hours and outside of business hours as required to attend related community events. The Coordinator will return phone calls and e-mail correspondence within one business day of receipt. The Coordinator shall designate a back-up contact for occasions when the CEC is away from the office due to business-related events, illness, and vacation.

Qualifications:

The CEC is expected to have a minimum of the following skills and abilities:

- Ability to effectively convey complex and new information in a public forum
- Excellent written and verbal communication skills, including the ability to facilitate group discussions and develop consensus
- Excellent organization skills and the ability to provide timely follow-up
- Experience in community organizing or the non-profit sector preferred
- Excellent people skills and a strong work ethic
- Knowledge of MS Office Programs (Word, Excel, Powerpoint, Outlook, etc)
- Understand the technology of energy efficiency, renewable energy, water & waste management and to bring specific content knowledge in one or more of these areas
- Ability to understand key factors & process requirements for successful implementation of energy projects
- Ability to develop implementation plans (tactical and strategic)
- *Reliable vehicle and clean driving record is required*

Education:

Bachelor's Degree in science, energy related field, resource conservation or communications OR related work experience (building trades, mechanical systems, energy science, nonprofit, etc.)

Job Deliverables:

- Understand the GEO programs relative to community energy efficiency and renewable energy; participate in training sessions as appropriate
- Participate as an active member of the Park County EERE Initiative Committee; specifically county implementation of energy programs and developing project concepts for energy efficiency & renewable energy projects for county / community buildings
- Promote the implementation of community energy efficiency and renewable energy programs through community networks, outreach and educational events, success story documents, and communications on key websites
- Establish community networks in all regions of the county (specifically the Alma / Fairplay / Como / Jefferson area, Bailey / Pine Junction area, Lake George / Hartsel / Guffey area, and other communities not associated with the above listed areas); meet with these networks on a regular basis
- Maintain information on energy related incentives in Park County
- Understand and promote energy audits and energy efficiency
- Respond to energy related grant proposals and develop grant proposals with support from HCCC and EERE Committee resources
- Develop and write grant proposals to make this effort sustainable beyond the 2 year current grant period
- Support the Region 13 Community Energy Coordinator to ensure adequate Park County representation and implementation by providing:
 - Feedback on community needs
 - Input for monthly reports to the GEO
 - Input for the region's strategic sustainability plan / strategy
 - Input for the region's efforts to implement this plan / strategy
 - Input on Park County's progress in implementing energy related programs