



Job Description

Job Title: Community Energy Project Coordinator **Date:** 03/25/24

Reports To: Community Energy Program Manager

Category: Regular Full Time **FLSA Status:** Nonexempt

ORGANIZATION SUMMARY

Wallowa Resources (WR) is a community-based 501(c)3 nonprofit corporation, established in 1996 with leadership from Wallowa County Commissioners. Since then, WR has worked to bring people together to empower rural communities to create strong economies and healthy landscapes through land stewardship, education, and job creation. We strive to balance rural economic well-being with the stewardship and conservation of its resources, preserving each rural area's heritage of making a living from the land.

JOB SUMMARY

The Community Energy Project Coordinator (Coordinator) works alongside the Wallowa Resources' Community Energy Program (WRCEP) Manager to support renewable energy (micro-hydro, solar) projects, residential, farm and commercial energy efficiency projects, provide program administrative support as assigned and support campgrounds maintenance on US Forrest Service sites and other sites as assigned.

The Coordinator reports directly to the Wallowa Resources Community Energy Program Manager and indirectly to the Wallowa Resources Executive Director. The Coordinator works under the supervision of the Program Manager and works in partnership with landowners, renewable energy project proponents, funding entities such as Energy Trust of Oregon and others.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Work alongside Program Manager to provide general administrative, outreach and communications support for the Community Energy Program and duties as assigned in the following subprograms.

- Renewable Energy Project Development (10%)
 - Micro-hydro: Assist WRCEP manager and team with various predevelopment tasks for micro-hydro projects as assigned. This may include planning, field work and permitting.
 - Solar: Assist WRCEP manager with site assessments and homeowner consulting.
 - Works with communications team to develop outreach materials for social media postings, direct mailings, WR Newsletter and other engagement tools to connect landowners with the information, people, and resources to help them develop micro-hydro, solar projects and resilience projects on their lands and boost regional environmental health and energy resiliency.



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- Track landowner response data in database/spreadsheets. Circulate reports to staff and partners as necessary to continue to advance timelines and projects.
- Residential, Ag and Commercial Home Energy Assessment Program Support (65%)
 - Assist WRCEP Manager in building out program, filing required paperwork and working with funding entities.
 - Perform Home Energy Assessments as assigned.
 - Coordinate residential, ag and commercial energy efficiency projects.
 - Coordinate Ductless Heat Pump installations.
 - Perform home weatherization projects.
- Administrative Support (10%)
 - Attend staff meetings, provide technical/logistics support and note taking at various meetings.
 - Respond to home/business owner inquiries for assistance in a friendly, timely manner.
 - Work with partners to ensure follow-up and ongoing support to maintain and build credibility in the community.
 - Attend and actively participate in weekly WR staff meetings and provide support, leadership, and facilitation to WR staff and WR special events and projects. Attend WR Board meetings, fundraisers, and events as relevant.
 - Provide input and assistance to Program Manager with development of funding / grant applications.
- Campground Maintenance Program (seasonal 15%)
 - Assist WRCEP Manager with management of Campgrounds Maintenance Specialist, maintenance contractors and related task management.
 - Assist Campgrounds Maintenance Specialist in the field on a periodic basis or as assigned.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities.

- Pre-technical degree or background in electrical, mechanical or related fields, or relevant technical experience and aptitude.
- Experience managing and prioritizing tasks from multiple sources.
- Experience managing projects from concept through completion, prioritizing tasks from multiple sources, and establishing timelines to meet project deadlines. Working with multiple partners/stakeholders on a single project preferred,
- Facilitation skills and meeting organization, including agenda development with a diverse team to help the group successfully achieve collective goals.
- Excellent written and verbal communication skills
- Demonstrated knowledge maintaining and updating social media accounts/feeds with timely, relevant information and news,
- Demonstrated proficiency in Microsoft Suite, Adobe Acrobat, Zoom, Google Drive,
- Consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, board members, members of the public, and community partners.



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- Familiarity with renewable energy projects preferred.
- A valid Driver's License, or ability to get one, and an acceptable driving record according to WR's auto liability policy requirements.
- Ability to pass a pre-employment background check.
- Perform other duties as assigned.

WORKING CONDITIONS

Environment and Physical Requirements: The Community Energy Program Specialist can be expected to work in both an office setting with frequent visits to field locations including potential project sites, landowner and home energy assessment visits. Those locations are subject to a variety of extreme weather conditions including rain, snow, wind, and dust. The position frequently requires travel by car to attend meetings and occasional overnight travel. The incumbent interacts constantly with staff, visitors, government agencies, and others. The position sits, stands, walks, bends, lifts, and moves intermittently during working hours. Home energy assessments require periodic entrance to attic or crawlspace areas. The incumbent must be able to lift, push, pull and move files and equipment in excess of 50 pounds.

Hours: Typical office hours are full time from 8:00a.m. to 5:00p.m., Monday through Friday.

Other Duties and Responsibilities: This job description is a summary of the essential duties and responsibilities for this job, and it does not necessarily represent an all-inclusive list of duties, responsibilities, tasks or procedures. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. Nothing in this description restricts WR's right to assign or reassign duties at any time.

Accommodation Statement: Essential job duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform the job successfully, an incumbent or applicant must possess the experience, knowledge, skills, and abilities to perform each essential duty and responsibility proficiently. If you require an accommodation in order to perform the essential duties and responsibilities of this job, please contact the WR Executive Director.

Wallowa Resources is an Equal Opportunity Employer