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Monadnock Sustainability Network (MSN) is seeking applicants to fill the new position of **Monadnock Energy Hub (MEH) Program Coordinator**.

What is the Monadnock Sustainability Network?

MSN is a group of business and community leaders who support sustainable living practices through education, outreach, and collective action. Our vision is to help make the Monadnock region a recognized model and imitated example for sustainable living including increased energy efficiency and reliance on renewable energy; greater self sufficiency in food production; healthier citizens and conservation of our pristine natural and scenic resources.

What is the Monadnock Energy Hub?

The Monadnock Energy Hub was created in January 2018 as a project of MSN. The Hub's mission is to pursue effective and achievable initiatives that reduce greenhouse gas emissions, accelerate the adoption of energy efficiency and renewable energy technologies, and improve resilience throughout our communities.

Job Description: Monadnock Energy Hub Program Coordinator

The Coordinator role includes project/program management, independent research, updating calendars and social media, and regular meetings in person and by conference call with members and affiliate organizations. The coordinator will be responsible for learning about local energy options, compiling and sharing information with Hub members, and providing key roles of continuity and leadership to support consistent progress toward organizational goals.

Responsibilities include:

- ❖ Working with Hub Steering Committee to execute projects detailed in the two-year strategic plan:
 - Examples of potential projects include Solarize/Weatherize campaigns.
- ❖ Planning and support through project execution (meeting facilitation, agenda planning, event staffing, etc.).
- ❖ Internal communication:
 - Facilitating information sharing among Hub members and project stakeholders (e.g., contracted solar vendors for Solarize campaign).

- Project documentation, evaluation, and reporting, and GoogleDrive maintenance.
- ❖ External communication:
 - Coordinating a monthly column, writing press releases, op-eds, letters to the editor, blogs, and other media compositions
 - Maintaining the Hub's webpage and developing and sharing content
- ❖ Grow Hub membership:
 - Catalyze creation of new Energy Committees by identifying and supporting key actors in Monadnock region towns
 - Build partnerships with businesses, governments, and other local and statewide organizations

Initial Project of Monadnock Energy Hub: Solarize Monadnock

Across New Hampshire, Solarize, Weatherize, and other public outreach campaigns have a proven track record of ramping up clean energy adoption throughout a region, while building the capacity of Local Energy Committees to execute energy projects. An initial project of the Hub may be a Solarize Monadnock public outreach campaign. For details on Solarize in New Hampshire see: <http://vitalcommunities.org/energy/solarizetoolkit/>

Requirements and Skills:

- ❖ Community organizing, group facilitation, and project management skills
- ❖ Communication skills
- ❖ Experience working with Word, Excel, Powerpoint, GoogleDrive, etc.
- ❖ Understanding and interest to learn more about energy issues, policy, and markets
- ❖ Access to vehicle and willingness to travel
- ❖ Schedule flexibility (some evenings and weekends depending on events schedule)

Additional Support for MSN Program Coordinator

New Hampshire Sustainable Energy Association (NHSEA) and the Local Energy Solutions Work Group (LES) are committed to working with and supporting the MSN Program Coordinator. Our membership is comprised of energy professionals representing the public, private, and non-profit sectors with a wide-range of expertise from energy policy and project financing to project management and community organizing. The MSN Program Coordinator can rely on NHSEA and LES for guidance, technical assistance, and opportunities for learning, skill building, and networking.

Time Commitment: 20-30 hours/week

Compensation: Compensation will be commensurate with experience.

To apply for the position of Monadnock Energy Hub Program Coordinator, please submit a resume and cover letter in PDF format to Henry Herndon, Director for Local Energy Solutions at NH Sustainable Energy Association: henry@nhsea.org