

Job Description

Energy Program Coordinator



Job Title:	Energy Program Coordinator	
Location:	Friday Harbor, San Juan County	
Position Type:	Regular F/T, will consider P/T candidates. Flexible schedule.	
Level/Salary Range:	Depends on Qualifications	
Applications Accepted By:		
E-MAIL: sue@sjislandscd.org Subject Line: Energy Program Coordinator	MAIL: San Juan Islands Conservation District 350 Court Street, #10 Friday Harbor, WA 98250	
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<p>ROLE AND RESPONSIBILITIES</p> <p>Seeking innovative and motivated individual to assist in implementing a county-wide Energy Savings Program. Duties will include:</p> <ul style="list-style-type: none"> • Energy plan development and implementation • Outreach and communications • Grant procurement • Contract management • Project management <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>BA or BS degree and experience in commercial and residential energy efficiency and conservation required. MA or MS degree, CEM certification, and experience in energy planning, renewable energy, and outreach and communications preferred, but not required.</p> <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Self-starter, results-driven, motivated • Excellent communication skills • Computer literate • Flexible and adaptable, team player • Organized, efficient • Positive and professional attitude <p>ADDITIONAL NOTES</p> <p>Please submit cover letter and resume to sue@sjislandscd.org. Position is open until filled.</p>		