

Project Manager, Clean Transportation

Organization: **Clean Energy Coalition (CEC)**
Status: **Regular/Full-time**
Location: **44 East Cross Street, Ypsilanti, MI 48198**
Reports To: **Executive Director**
Salary: **Commensurate With Experience**
Filing Dates: **Position Open Until Filled**

Job Summary

Clean Energy Coalition, a 501(c)3 nonprofit organization based in Washtenaw County, Michigan, seeks a Clean Transportation Project Manager to assist in the development and implementation of the clean transportation projects and programs that serve a statewide target market. These projects focus on reducing petroleum consumption by expanding the use of alternative fuels and advanced vehicle technologies. The Clean Transportation Project Manager works closely with other CEC Project Managers under the guidance of the Executive Director.

Minimum Qualifications

- Bachelors or Masters degree required in business administration, public administration, city and regional planning, economics, engineering, natural resource management, social work, or any related fields, or equivalent work experience in the above mentioned areas.
- Demonstrated experience in project management and implementation.
- Extremely detail-oriented.
- Demonstrated organizational and leadership skills.
- Self-starter, enthusiastic, innovative, and capable of meeting challenges and pressing deadlines.
- Team player with trouble-shooting and multi-tasking skills.
- Superior written and verbal communication skills.
- Proven commitment to energy and environmental issues.
- Solid computer skills including proficiency in using basic Microsoft and/or similar software products such as word processing, spreadsheet, presentation, email, web, database applications, and capacity to work in Mac OS environment.
- Experience with environmental, alternative fuels, alternative vehicle technologies, energy efficiency, and/or renewable energy projects preferred.

Job Duties & Responsibilities

Project management for this position involves various combinations of the following, delivered within the commercial, institutional, industrial, and government market segments:

- Identify and overcome regional barriers to adopting clean transportation technologies.
- Assist fleets and commercial entities in procuring alternative fuel infrastructure and/or alternative fueled vehicles.
- Develop and implement public awareness campaigns.
- Plan, market, and conduct alternative fuels and advanced technology vehicle trainings.

- Collect and calculate economic and environmental savings accrued, including cost-benefit analyses.
- Ensure emission reduction goals are met and exceeded.
- Provide ongoing consultation to related organizations, fleet, and industry leaders.
- Organize and write reports.
- Conduct ongoing evaluation of clean transportation projects and make recommendations for improvements to the Executive Director and other staff.
- Contribute to written communication materials such as newsletter, web site, fact sheets, news releases, presentations, grant proposals, and reports.
- Oversee part-time interns and volunteers.
- Coordinate digital, print, and voice communications.
- Provide oversight, implementation, tracking, and reporting on grant-related activities as prescribed by each individual grant.
- Attend community forums, meetings, and events, and make individual and public presentations on CEC's mission, services, and needs when necessary.
- Act as a spokesperson for Clean Energy Coalition.
- Perform other duties as assigned and collaborate with other staff on work as needed.

Salary & Benefits

- Commensurate with experience.
- Competitive benefits package.

Application Details

- This position is open until filled.
- **No phone inquiries please.**
- Candidates for part-time flexible position also will be considered.
- Clean Energy Coalition is an equal opportunity employer committed to diversity and consideration of all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, and disability status.
- Qualified individuals should submit a writing sample, resume, professional references, and a letter to:

employment@cec-mi.org (preferred)

Hard copies may be sent to:

Hiring Committee: CTPM
Clean Energy Coalition
44 East Cross Street
Ypsilanti, MI 48198

Or, via fax: 734.418.1681.