



Project Manager

Organization: Clean Energy Coalition
Status: Exempt / Part-time
Location: 1250 North Main Street, Suite 1, Ann Arbor, MI 48104

Job Summary

Clean Energy Coalition, an entrepreneurial, dynamic, nonprofit organization based in Ann Arbor, Michigan, is seeking an energetic and self-motivated part-time Project Manager to assist with developing, implementing, and evaluating innovative clean energy projects in the building and transportation sectors. Applicants must be proactive, resourceful, and possess exceptional research, analytic, organizational, and communications skills.

Job Duties & Responsibilities

- Research and lead the development and implementation of clean energy plans, projects, and programs.
- Conduct analysis of implemented projects and calculate emissions reductions.
- Develop and implement tools and strategies to evaluate project effectiveness and make recommendations for continuous improvement.
- Provide oversight, implementation, tracking, and reporting for grant-funded activities.
- Coordinate public outreach and education efforts including: developing outreach strategies and materials, leading educational workshops, and effectively utilizing social media.
- Coordinate community forums, open houses, meetings, and events.
- Assemble and interpret a variety of energy related data and prepare accurate written reports.
- Act as a spokesperson for Clean Energy Coalition's projects and programs to raise awareness with residents, businesses, and public officials.
- Perform other duties as assigned and collaborate with staff as needed.

Minimum Qualifications

- Bachelor's degree in environmental science, public administration, urban planning, sustainability, business management, or related fields, or equivalent work experience in the above mentioned areas.
- Demonstrated experience in project management and implementation.
- Demonstrated organizational and leadership skills.
- Self-starter, detail oriented, enthusiastic, innovative, and capable of meeting challenges and deadlines, and comfortable working in a small, flexible, and collaborative environment.
- Team player with exceptional trouble-shooting and multi-tasking skills.
- Superior written and verbal communication skills, including public speaking experience.
- Proven commitment to energy and environmental issues.
- Solid computer skills including proficiency in using basic Microsoft, Adobe and / or similar software products such as word processing, spreadsheet, presentation, email, web, database applications, and capacity to work in a Mac OS environment.
- Experience in environmental, clean transportation, energy efficiency and / or renewable energy projects preferred.

Salary & Benefits

- Commensurate with experience.
- Competitive benefits package.

Application Details

- The position is open until filled. Interviews and hiring decisions will be made quickly.
- Applicants will be considered for a part-time, flexible position averaging 20-30 hours per week.
- **No phone inquiries please.**
- 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 cover letter, resume, and writing sample via email to: employment@cec-mi.org. **Please include “Project Manager” in the subject line.**