

## **Coordinator, New Hampshire Energy & Climate Collaborative Overall Job Description July 2009**

Under supervision of a joint management team (Carbon Solutions New England/UNH and NH Department of Environmental Services) and using significant independent judgment, this position will be responsible for performing research, communicating with leaders in a range of sectors across the state, and providing program coordination for the NH Energy and Climate Collaborative as the Collaborative guides efforts to implement the recommendations of the 2009 NH Climate Action Plan. This position is funded via a grant from the NH Charitable Foundation for approximately 18 months. Extension of the position will be dependent of obtaining additional funding. Minimum annual salary is \$44,279 plus benefits; first quartile salary is \$50,220 plus benefits.

### **Supplemental Job Description**

**SCOPE OF WORK:** Responsible for management of the administrative and technical activities of the New Hampshire Energy and Climate Collaborative (Collaborative). This position reports to a joint management team of the University of New Hampshire and the NH Department of Environmental Services.

#### **ACCOUNTABILITIES:**

- Develops and implements procedures and programs to inventory activities and track progress by various entities in implementing the recommendations in the NH Climate Action Plan and enter data into a database.
- Communicates regularly with range of greenhouse gas reduction leaders from different sectors across the state (government, business, not-for-profit, universities) on the status of on-going and planned activities relative to the NH Climate Action Plan.
- Maintains and administers a clearinghouse of on-going and potential actions to facilitate communications between and among implementing partners and working groups
- Documents gaps and barriers in implementation of the NH Climate Action Plan for consideration by the Collaborative.
- Coordinates meetings of the Collaborative, including: logistics, development of agenda, preparation of materials, strategy for desired outcomes of meetings, and meeting minutes.
- Serves as staff to the Management Committee of the Collaborative and carries out administrative and technical tasks as necessary or otherwise directed.
- Coordinates all communication to and from the Collaborative, including serving as the point of contact for the public, industry, news media and others.

- Supervises intern(s) to assist with data collection and entry, and coordinating meetings.
- Plans and directs an annual workshop and/or summit to present and discuss progress against the recommendations of the NH Climate Action Plan.
- Prepares a draft and final annual report, including reporting on emissions tracking and economic impacts by CSNE, for Collaborative consideration.
- Tracks and manages any grant obligations and prepares financial reports, as needed, relative to expenditures.

**MINIMUM QUALIFICATIONS:**

Education: Bachelor's degree from a recognized college or university with a major study in public policy, business, communications, engineering, transportation/land use planning, environmental studies, or physical science.

Experience: Two to four years of experience preferably in environmental and energy issues and/or communications.

License/Certification: Possession of valid New Hampshire driver's license or meet eligibility for N.H. driver's license. Individual will be required to utilize own private vehicle at times for Collaborative business.

**SPECIAL QUALIFICATIONS:** Demonstrated interest, commitment, or knowledge in environmental, energy, and/or climate change issues. Strong interpersonal, communication, and presentation skills, competence with computer applications including: web-based information sharing platforms. Strong commitment to collaborative efforts aimed at solving problems

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties as required.

**APPLYING:**

The job description and application procedures are posted on the Human Resources section of the website at the University of New Hampshire (<http://www.unh.edu/hr/>) under the title PROJECT DIRECTOR I – CSRC - EOS. Applications will be accepted until the position is filled. Minimum annual salary is \$44,279 plus benefits; first quartile salary is \$50,220 plus benefits. Final salary will be commensurate with experience.