



**POSITION: Program Associate**

**COMPANY: Southeastern Wind Coalition**

The Southeastern Wind Coalition (SEWC) is a non-profit coalition of industry, universities, government, and utilities working to advance the land-based and offshore wind industry in the Southeastern U.S. We take a business-minded and economically focused approach to building the case for wind energy, working closely with Southeastern utilities via our Utility Advisory Group. We are passionate about growing the wind industry in the Southeast. Additionally, SEWC is the Regional Resource Center for the U.S. Department of Energy. Through these efforts, we lead a team of universities focused on outreach and education of wind energy in the Southeast. More information is available on our website at <http://www.sewind.org>

**THE JOB**

**SUMMARY**

The Program Associate will be an integral part of all SEWC operations and programming. This includes leading various outreach and education efforts, establishing relationships with stakeholders, grant applications and reporting, member communications, and all other aspects of the business. You will be a key staff member in a small, energetic, growing, and mission-driven organization with an entrepreneurial culture. Can-do attitudes and self-starters will fit well. This position reports to the President.

**DUTIES**

- Position will have a geographic focus on the more western states in the [southeast region](#)
- Works with the President to educate/convene stakeholders and decision-makers
  - Create/maintain contacts with various stakeholders including local governments, state/federal agencies, universities, NGOs, wind industry supply chain companies, wind developers, utilities, economic developers.
  - Create outreach documents and resources to be used by partners.
  - Assist partners with education and outreach activities in their states.
- Manage grant reporting requirements.
- Manage or assist in planning for regional events.
- Provide support for Utility Advisory Group and other coalition efforts.

**QUALIFICATIONS**

**MUST HAVES**

- Ability to take initiative, manage multiple projects and tasks, work effectively with good direction but little supervision, and know when to ask for help.

- Excellent organizational skills with ability to set priorities, work effectively from home, and maintain a positive attitude.
- A passion for seeing the clean energy industry grow and helping to make it happen.
- Must be capable of developing strong professional relationships with a broad range of stakeholders (industry, non-profits, government, policy-makers) largely via phone and email.
- Ability to learn & understand technical and sometimes complex aspects of wind energy, policies, and utility markets and be comfortable conveying that information clearly to others.
- Excellent oral and written presentation skills.

#### NICE TO HAVES

- Wind energy industry experience and/or knowledge preferred.
- Experience organizing partners, convening stakeholders, facilitating discussions, and gaining consensus.
- Experience and connections in the Southeastern U.S.

#### OTHER DETAILS

- Competitive non-profit entry-level salary
- SEWC is based in Raleigh/Durham, NC but does not have office space. Employee will work from home, ideally in the Raleigh/Durham area. Exceptions will be made for candidates in the Southeast with the right qualifications.
- Travel averages 1-2 short trips each month, primarily in the Southeast.

#### HOW TO APPLY

1. Pitch yourself in 250 words or less in an email to [katharinek@sewind.org](mailto:katharinek@sewind.org)
2. Attach your resume and include "Program Associate" in the subject line.
3. Email containing your "pitch" and resume/CV must be received by Mar 31, 2017.