



POSITION: Operations and Communications Associate

COMPANY: Southeastern Wind Coalition

The Southeastern Wind Coalition (SEWC) is a non-profit coalition of industry, academia, partner NGOs, 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, including the wind supply chain. SEWC regularly convenes stakeholders across our 11-state footprint and leads or participates in strategically important initiatives and discussions to bring wind to the region. We are passionate about growing the wind industry in the Southeast. More information is available on our website at <http://www.sewind.org>

THE JOB

SUMMARY

The Operations and Communications Associate will be an integral part of all SEWC operations and administration. This includes member communications, social media content development and outreach, event coordination and organization, grant applications and reporting, administrative activities, and many other aspects of the business. You will be an important 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 Program Manager.

DUTIES

- Position has primary responsibility for executing SEWC communications efforts, including providing material for, and drafting monthly member communications and quarterly newsletters to the SEWC network
- Research specific issues or queries as necessary
- Organize Utility Advisory Group, webinars, and other state or regional events
- Manage social media accounts, website, and general email account
- Works with program staff to create and disseminate outreach and communications materials
 - Create outreach documents and resources to be used by partners
- Manage grant reporting requirements
- Maintain SEWC's supply chain database and website
- Membership management - invoicing and outreach opportunities
- Quickbooks input and other administrative duties as needed

QUALIFICATIONS

MUST HAVES

- Ability to manage multiple projects and tasks, work effectively with good direction, and know when to ask for help.
- Excellent organizational skills with ability to set priorities, work effectively from home, and maintain a positive attitude
- Excellent written communication skills
- Detail oriented
- Creativity
- A passion for seeing the clean energy industry grow and helping to make it happen

NICE TO HAVES

- Wind energy industry experience and/or knowledge
- Entry-level graphic design experience

OTHER DETAILS

- This is an entry level/early career position that provides competitive non-profit salary
- SEWC does not provide direct medical or retirement plans
- SEWC is based in Raleigh/Durham, NC but does not have office space. Employee will work from home
- Travel expected to be minimal

HOW TO APPLY

1. Pitch yourself in 250 words or less in an email to james@sewind.org
2. Attach your resume and include "Operations and Communications Associate" in the subject line.
3. Email containing your "pitch" and resume must be received by Mar 15, 2021.