



NCSEA

## North Carolina Sustainable Energy Association

Education - Public Policy - Economic Development

P.O. Box 6465  
Raleigh, NC 27628  
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[www.energync.org](http://www.energync.org)

**Position Title:** Education & Outreach Manager  
**Organization:** North Carolina Sustainable Energy Association (NCSEA)  
**Location:** Raleigh, NC  
**Date Posted:** January 21, 2010  
**Online posting:** <http://energync.org/about/jobs>

### Position Description:

The North Carolina Sustainable Energy Association (NCSEA), the leading non-profit focused on growing our state's new energy economy, is seeking a dynamic, team-oriented and proactive **Education & Outreach Manager** who will oversee and administer public outreach, member relations and education activities and assist with communications, marketing and legislative affairs efforts. This is an excellent opportunity to contribute to the continued growth and development of a well-respected professional policy and economic development organization on the front lines of one of the hottest and most innovative growth industries in North Carolina and the Southeast.

As a critical member of the NCSEA team, the **Education & Outreach Manager** will work with government, businesses, community-networked organizations and members to achieve NCSEA's strategic objectives in our practice areas of energy education, public policy and sustainable energy market development.

### Key Responsibilities:

The **Education & Outreach Manager** will:

- Collaborate with the Marketing & Communications Director (MCD) to implement the Marketing & Communications Plan
- Manage membership and partner recruitment and retention, including implementation of expanded NCSEA membership benefits and programs
- Lead implementation of specific elements of NCSEA's Outreach & Education Program Plan
- Work with the NCSEA team to increase the organization's statewide impact by coordinating outreach events, conferences, webinars and other opportunities to educate and train communities, businesses and government
- Strengthen NCSEA's partnership with community networked organizations and expand organization's reach into rural NC communities
- Work with team to design and coordinate industry council, meetings, surveys, and focus groups
- Increase public and private sector support for sustainable energy through daily work using various technologies, communication tools, travel, public speaking, networking, and conducting membership recruitment and retention activities
- Design and manage content for NCSEA's energy policy and economic development presentations
- Manage professional volunteers for outreach and education activities including recruitment, retainment and volunteer work performance tracking
- Represent NCSEA at conferences and program-related events
- For day-to-day responsibilities, report to the Marketing & Communications Director

## Required Qualifications/Skills:

- Minimum of Bachelors of Art or Science degree required from an accredited institution
- Three or more years professional experience in one or more areas of sustainable energy, such as industries, policy, regulation, or technologies
- Excellent communications, writing, organizational, networking and public speaking skills
- Strong attention to detail and ability to communicate complex information in simple terms to a variety of audiences
- High degree of motivation, self-confidence, initiative and reliability
- Proven ability to work independently, quickly and efficiently on multiple tasks with limited supervision in a deadline driven, fast-paced environment
- High proficiency in Microsoft Excel, Power Point, Word, Outlook, desktop publishing, updating website content, database management and typing. (Must pass software test)
- Able to produce high impact events, educational and public policy materials and communications
- Willingness to travel with monthly reimbursement (20%-40% travel required); occasional night and weekend work
- Proven experience with developing and tracking income and expenses against budgets
- Non-profit experience preferred
- Must pass criminal / credit background check, have a valid Driver's license and dependable personal vehicle, and be able to lift or transport items weighing 40 lbs

## Compensation:

Non-profit salary commensurate with experience and education (range of \$28,000 to \$46,000). Benefits include: health insurance, partial cell phone reimbursement, travel expense reimbursement, publication opportunities where appropriate, 15 days paid vacation / personal days, 5 days of sick leave, and 9 paid Holidays, and paid professional development opportunities.

## How to Apply:

Email resume and cover letter to [info@energync.org](mailto:info@energync.org) with subject line: “**Education & Outreach Manager** and YOUR NAME.” Applications will be accepted until position is filled.

*If you are looking for a challenging and rewarding position with the potential to impact North Carolina's energy future for years to come, then this is a can't-miss opportunity.*

*At NCSEA, we ARE making a difference. Join our exciting team, and you can too.*