

Brighten-Up Caroline Coordinator Scope of Work

Advertisement:

The Town of Caroline seeks a Consultant to promote, oversee and administer a funded energy-saving town-wide residential project, using volunteers to contact and distribute LED light bulbs to Caroline homes in the Fall of 2019. The Consultant will need experience and skills in organizational development, project management, public relations, coordinating with people and organizations, and supervising staff or volunteers, as well as good computer skills. The project is expected to take 12 months beginning immediately with varying amounts of effort required throughout the year. The scope of work is estimated to take 580 hours with budgeted compensation of \$15,660. The position will be open until filled. To apply, email a letter of application and your resume with relevant experience to: clerk@townofcaroline.org

The Brighten-Up Caroline Project:

The Town of Caroline is implementing a town-wide distribution of LED light bulbs to residents. The project will use volunteers and local partners to distribute free LED's to as many of the ca. 1550 town households as practical, engage residents to inform them about energy saving technologies, energy and cost savings, and financial incentives to empower residents to make significant strides towards their own energy independence, home comfort, and financial well-being.

Brighten-up Caroline Coordinator:

The Town wishes to hire a Project Manager to promote, oversee and administer the residential portion of Brighten-Up Caroline project described in the attached Exhibit A "Statement of Work" of the Clean Energy Community Grant contract with the New York State Energy Research and Development Authority (NYSERDA).

Required experience and skills:

- General Understanding of Energy Conservation Technologies
- Organizational Development Skills
- Successful Project Management Experience
- Good people skills
- Ability to connect with all ages from secondary school on up
- Able to operate Word, Excel, and other data base tools
- Coordination and supervisory skills with both volunteers and organizations

Anticipated scope of work and estimated hours::

I. Planning

- a. Orientation to players and resources (8 hrs)
- b. Coordinate development of initial Project Plan with Timeline {supported by Energy Independent Caroline (EIC), Cornell Cooperative Extension of Tompkins County (CCE), NYSERDA} (10 hrs)

II. Coordinate development and submission of Project Design Metrics to NYSERDA (Appendix E-attached) {supported by EIC, CCE, NYSERDA} (10 hrs)

III. Coordinate Development of Marketing Plan and Materials

- a. Communicate with Spring 2019 Cornell Environmental Psychology class on second Brighten-up pilot distribution (Dr. Gary Evans contact and Steve Nicholson liaison) (12 hrs)

- b. Coordinate 2019 outreach campaign via newsletters, electronic media, signage, mailings, etc. which must be approved by NYSERDA before dissemination (Jan-Aug 2019) {supported by EIC, CCE, NYSERDA} (100 hrs)
 - c. Coordinate the development and assembly of: Household Survey*, Pledge Form* and educational materials* for Brighten-up Campaign in collaboration with Get Your Greenbacks (Karim Beers, John Reed). (50 hrs;* need NYSERDA approval)
- IV. Bulb Collection and Wattage Data Plan**
- a. Coordinate with Tompkins County Solid Waste for spent-bulb collection system. (10 hrs).
 - b. Coordinate the development of data base for bulbs distributed and reclaimed (10 hrs)
** Note: data entry by others to be identified**
 - c. Coordinate the development of the process to collect and input wattage and type of bulb of the new LED's being installed AND wattage and type of bulb the LED's are replacing, into the database – this information will have been provided on the “Pledge form” (20 hrs)
- V. LED Purchase Plan**
- a. Coordinate the development of policy and protocol for residential LED bulb procurement (types(s) and numbers; storage). (20 hrs)
 - b. Inventory management of LED bulbs (storage and distribution) (20 hrs)
- VI. Distribution Plan**
- a. Make contacts (Cornell, Ithaca College, Scouts, & Ithaca High School Community Service program coordinators) (Spring term 2019) to build enthusiasm and commitment for youth volunteers from these and other sources (40 hours)
 - b. Conduct outreach for student and Caroline community volunteers to conduct LED distribution {EIC and CCE as resources} (40 hrs)
 - c. Supervise and manage Brighten-up LED bulb distribution, energy survey and educational outreach campaign Volunteers- with support of 3-5 Energy Navigators during one-month (October 2019) {Energy Navigators, EIC as resources} (120 hrs)
 - d. Manage and Supervise additional LED bulb distribution and outreach including pick-up events for those not collected during scheduled distribution {Energy Navigators, EIC as resources} (50 hrs)
- VII. Reporting Responsibilities (60 hrs)**
- a. Project 50% Completion Report
 - b. Project Completion Metrics
 - c. Monthly report to Town Board/EIC
 - d. Attend monthly EIC meetings for report and feedback

Questions? Contact Supervisor Mark Witmer (supervisor@townofcaroline.org; 607 539-6400)