

Brighten-Up Caroline Coordinator Description

Advertisement:

The Town of Caroline seeks a Coordinator to promote, oversee and administer an energy-saving town-wide residential project. The Coordinator will recruit, train, and organize volunteers, who will engage with residents to provide information and guidance on home energy improvements and distribute LED lightbulbs to all 1550 homes. This person will need skills in organizational development, project management, public relations, coordinating with people and organizations, and supervising staff or volunteers. The Town's energy advisory committee, Energy Independent Caroline (EIC), will serve in a support and advisory role. The Coordinator will present Milestone Progress Completion Reports to the Project Director/EIC on a monthly basis. The bulk of the work and deliverables is expected to occur in the next 12 months. The contract is budgeted at \$15,000, which will be paid incrementally with completion of milestones. To apply, email a letter of application and resume with relevant experience to: clerk@townofcaroline.org.

Experience, skills, and resources:

1. Successful project management experience
2. Ability to organize and motivate volunteers
3. General understanding of energy conservation technologies
4. Ability to connect with all ages from secondary school on up
5. Experience and comfort with public speaking
6. Familiarity with the Caroline community
7. Good computer skills (e.g., Excel, Word, etc.)
8. Good social media skills
9. Personal computing resources and transportation

Anticipated duties:

1. Coordinate development of Project Plan and Design Metrics Report to NYSERDA (estimated energy savings) (February 2019)
2. Volunteer outreach and recruitment (Cornell, Ithaca College, Scouts, and Ithaca High School Service Program Coordinators) (Spring 2019)
3. Work with Spring 2019 Cornell Environmental Psychology class on student-led pilot LED bulb distribution to guide development of survey, pledge, and outreach protocol (G. Evans and S. Nicholson, contacts).
4. Coordinate 2019 outreach campaign via newsletters, electronic media, signage, mailings, and organizing and chairing a series of community meetings (through October 2019)
5. Coordinate the development and assembly of Household Survey, Pledge Form, and educational materials for Brighten-up Campaign in collaboration with Cornell Cooperative Extension (K. Beers, J. Reed, contacts) (through summer 2019)
6. Develop protocol for residential LED bulb procurement, storage, and distribution.
7. Supervise and manage Brighten-up LED bulb distribution, energy survey, and educational outreach campaign in Fall 2019.
8. Develop and submit 50% Completion Report to NYSERDA
9. Project assessment and closeout; Develop Project Completion Metrics Report to NYSERDA (by June 2021)

Questions? Contact Mark Witmer (supervisor@townofcaroline.org, 539-6400)