Community Energy Co-op Coordinator
Job Description

REPORTS TO: Co-op Power Manager
FSLA STATUS: Part-time, Exempt

PURPOSE: Support the development of a mission driving Community Energy Co-op with …
a growing, involved membership that's creating a more just and sustainable energy future, an ubiquitous presence in your community, energy initiatives the members value achieving that mission, sufficient income to cover CEC obligations.

CORE DUTIES:
1) SUPPORT MEMBER AND BOARD LEADERSHIP
Provide staffing support for the CEC Board. Raise up issues for Board decision early so that they are involved in a generative way (rather than being asked to rubber stamp)
Keep members and other stakeholders informed so they can play as active a role as they'd like to in the CEC; make it easy for people to become more (or less) involved
Support ongoing leadership development and CEC capacity buildings
2) STAFF THE CEC's ENERGY PROGRAMS
Use Co-op Power's subscription solar program software to send out monthly bills to subscription solar customers, collect payments, and provide customer service.
Maintain a waiting list of qualifying new solar subscribers who can use at least 10% of the total shares for each project so that replacements can be made easily when people leave the program
Check solar array production weekly to identify production issues and order service if needed
3) STAFF THE CEC'S MEMBERSHIP PROGRAMS
Make it fun to be a member of the CEC and of Co-op Power.
Engage in outreach to recruit new members and provide orientation when new members join.
Provide learning opportunities, service opportunities, networking opportunities and more.
Survey the Members to learn more about what they like, don't like, want, don't want, wish for… and use that data to engage in an ongoing dialogue that makes membership meaningful for those who choose to participate.
4) PROVIDE ADMINISTRATIVE SUPPORT
Oversee CEC Bookkeeping. Authorize expense reimbursement requests for each month by the last day of each month. Review monthly reporting to ensure all income and expenses, equity and debt transactions have been reported properly. Send monthly financial and progress reports with the CP Manager to your CEC Board by the 15th of each month.

Add new leads and new members to the Co-op Power database. Update the mailing lists in the Co-op Power bulk email service. Call anyone who has unsubscribed to be sure they intended to unsubscribe. If not, reinstate them.

Help plan and staff the annual summit and the annual meeting. Prepare brief CEC Board report and Regional Network Board reports before each board meeting. Prepare your CEC's annual report to the Membership.

Attend Regional Network Board Meetings and present your CEC report (4th Monday, 6:30-9:00 pm, in Jan, March, May, July, Sept, and Nov)

Prepare grant requests from time to time.