

SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL POSITION DESCRIPTION

Position Title: EV Project Manager and Technical Expert.

Classification: Full-time.

Position Summary: The Sustainable Ohio Public Energy Council (“SOPEC”) seeks candidates for the position of EV Project Manager and Technical Expert. SOPEC was established in 2014 and serves member communities and political subdivisions across Ohio. The position will assist in continued development of, and growth and service to, SOPEC member communities and political subdivisions. SOPEC has a strong commitment to sustainability and the advancement of the renewable energy economy. SOPEC is governed by the members it serves.

This position stems directly from SOPEC’s successful application for the U.S. Joint Office of Energy and Transportation Charging and Fueling Infrastructure Discretionary Grant Program (CFI), under the Bipartisan Infrastructure Law, which aims to bridge gaps in the nation’s EV charging infrastructure. SOPEC’s project, the Southeast to Southwest Ohio Responsive Interregional Deployment of Electrification Solutions (RIDES), is designed to significantly bolster EV infrastructure in southeast and southwest Ohio by adding 50 charging stations and more than 230 charging ports to fill critical gaps in charging accessibility. This expansion will support regional travel and tourism across 16 communities, blending rural, urban, and suburban environments emphasizing equity, accessibility, safety, environmental impact, and economic development. This position is funded in part by SOPEC’s successful application for the CFI Discretionary Grant Program, which authorizes 5 fiscal years of funding, with the intent to make this a long term permanent position.

Job Description: Duties may include, but are not limited to, the following:

- Responsible for grant funded project/program management and implementation;
- Work with appropriate SOPEC staff to ensure all aspects and activity related to the grant are compliant with grant guidelines and requirements;
- Serve as primary point of contact for grant project/program communications (internal and external);
- Track and document all grant related performance measures;
- Coordinate any cross departmental activity related to the grant;
- Prepare and submit any grant related reporting;
- As technical expert, responsible for managing and implementing related projects and programs and assisting with development of related projects, programs, and grant applications;
- Provide SOPEC member support and technical assistance in projects related to technical expertise;
- Additional duties and responsibilities as assigned; and
- Serving local member communities and political subdivisions.

Education and Experience/Minimum Qualifications:

- Bachelor’s degree from an accredited educational institution in public administration, business administration, human resources management, or another relevant field. Relevant experience in conjunction with a degree in a non-related field will also be considered;

- Master's degree in public administration, business administration, business management, project management, or other relevant field is preferred;
- Ideal candidate must have over 5 years of experience in grants, project management, business administration, and program management;
- Candidate must live in or near, or be willing to relocate to Ohio;
- Candidate must have a valid driver's license and vehicle to travel throughout Ohio as required; and
- Strong familiarity with solar, renewable technologies, energy efficiency, and electric vehicles is preferred.

Knowledge, Skills, and Abilities:

- Candidate must have a commitment to a sustainable and equitable energy future for the region;
- Ability to analyze complex data and determine key metrics;
- Passion for serving underserved communities;
- Ability to meet deadlines with quality products;
- Willingness to work collaboratively in a team environment;
- Ability to serve as a public servant;
- Attention to detail;
- Professional and proactive work ethic;
- High competence in project and stakeholder management;
- Excellent interpersonal, written and oral communication skills;
- Competency in Microsoft, including Word, Excel, and Outlook, and Google applications; and
- Some travel is occasionally required, with mileage reimbursed by SOPEC.

Responsibility: The EV Project Manager and Technical Expert reports to the Director of Grants and Development. Highly responsible, mid-management position with some independence requiring judgment and sensitivity to the organization and public relations.

Personal Work Relationships: The EV Project Manager and Technical Expert will have daily contact with co-workers in the organization, elected and appointed officials, members of the news media, and the general public. The purpose of these contacts is to provide helpful information about the activities of the organization and to promote strong public relations for the organization.

Working Conditions: Work is performed in a normal office setting and/or remotely. Work is also sometimes performed at local government meetings across Ohio, and some occasional driving and travel time may be required.

Compensation: This position is full-time and benefits eligible, including required contribution by employee and employer to the Ohio Public Employees Retirement System (OPERS). A background check will be required. Please submit your resume and cover letter to: HR@sopec-oh.gov. For full consideration, candidates should apply by Wednesday, March 13, 2024.