

## University of Minnesota

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### Position Information

Job Code and Title	(1885) Executive Ofc and Admin Spec
Position Title	Events Programming Coordinator, St. Paul Campus
Job Code	1885
Requisition Number	162666
Position Category	Staff - Secretarial/Clerical
Appointment Term	A = 12 month
Appointment Type	Continuing (1)
Work Hours	To be determined (40 hrs/wk)
Work Days	Monday - Friday
Total Hours or % Appointment	100%
Full/Part-time	Full-Time
Starting Hourly Rate	\$14.50 + DOQ
Department Name	AES Regional Partnerships (389A)
College or Admin Unit	U of MN Extension Service
Campus Location	Twin Cities
Job Open Date	08-21-2009
Job Close Date	09-04-2009
Internal Promotional Consideration	08-27-2009

\* This position is represented by AFSCME Clerical Bargaining Unit. Dues or Fair Share deductions will be made. \*

#### REQUIRED QUALIFICATIONS:

- \*High School Diploma/GED and four years of related office experience
- \*Training/education may be substituted for some of the years of experience
- \*Strong computer skills (Internet, Microsoft Office Suite, databases, webinar technology)
- \*Experience in events coordination
- \*Experience coordinating webinars
- \*Experience coordinating multi-region meetings
- \*Experience interacting with the media

## PREFERRED QUALIFICATIONS/SELECTION CRITERIA:

- Required/Preferred Qualifications
- \*Experience with an emphasis on energy and/or environmental issues
  - \*Possess excellent communication skills
  - \*Possess high organization skills
  - \*Possess great attention to detail
  - \*Experience with database creation, database management and/or modifying existing databases.
  - \*Demonstrate knowledge of and interest in energy efficiency options and strategies and renewable energy (e.g., wind, biomass, methane digesters, solar)
  - \*Exhibit ability to work collegially with community-led teams and diverse non-profit, government agency, utility and funding partners
  - \*Demonstrate working knowledge of and interest in community-based organizations
  - \*Have the ability to interview people in person, via telephone or via e-mail
  - \*Be a reliable, self-motivated individual who can both take direction and work independently

To learn more about the Clean Energy Resource Teams (CERT) and our work please visit our website:  
[www.cleanenergyresourceteams.org](http://www.cleanenergyresourceteams.org).

The events programming coordinator will work cooperatively with the CERTs coordinators on a variety of event, meeting and conference coordination responsibilities including but not limited to the following:

- Duties/Responsibilities
- \* Schedule and organize CERT steering committee conference calls and meetings
  - \* Coordinate speakers and venues for CERTs events in all seven regions: quarterly team meetings, workshops, and tours
  - \* Help create meeting agendas, press releases and flyers for CERT regional events
  - \* Coordinate with all regional coordinators to plan multi-region events and forums
  - \* Implement robust outreach for both media and target audiences for all CERT events
  - \* Assist in preparing all handout materials, making travel arrangements and procuring needed technologies (projectors, video cameras, etc.) for all CERTs events
  - \* Create meeting summaries, add new CERT members to list serves and add presentations (and perhaps video clips) to the website after CERT events
  - \* Follow up with speakers after CERT events
  - \* Plan virtual workshops/webinars that would allow individuals from all regions to participate in brief technology-specific forums
  - \* Support the biennial CERTs conference as needed

Location: St. Paul Campus

Citizens from around the state have developed a bold vision for Minnesota's energy future that draws on greater energy efficiency and production from clean 21st Century technologies including wind, biomass, biofuels and solar. The Clean Energy Resource Teams (CERTs) project, launched in 2003, is connecting these

citizens with the technical resources they need to identify and implement community-scale energy efficiency and clean energy projects.

Program/Unit Description

Staff from three of the CERT partnering organizations, the University of Minnesota's Regional Sustainable Development Partnerships (UM Regional Partnerships), the Southwest Regional Development Commission, and the Green Institute provide coordination to the seven regional CERTs. Each of these staffs is tasked with coordinating a variety of CERT-related meetings and events throughout the year. The UM Regional Partnership coordinators, for example, convene four meetings annually in five of the six greater Minnesota CERT regions, for a total of 20 regional educational forums a year. Beyond these regional team forums we also convene steering committee conference calls before each of these meetings, additional steering committee meetings to review regional proposals, and multi-region and statewide events and forums. The partnering organizations are seeking someone to aid with coordinating these activities, among others, to increase our overall effectiveness.

Appointment: 100%-time; funded via a grant through June 30, 2011.

Reports to: CERTs Coordinator

Office Hours: To be determined by date of hire

Application Instructions

Please apply online via the Employment System.

Does this position require a background check?

No

Send Link to a Friend :

[employment.umn.edu/applicants/Central?quickFind=82464](http://employment.umn.edu/applicants/Central?quickFind=82464)

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