

National Association of State Energy Officials
Job Posting: Coordinator, Clean Energy Programs

Overview

The National Association of State Energy Officials (NASEO) seeks an entry-level coordinator to support our work in clean energy-based economic development, solar, smart surfaces, and energy sector workforce development, access, and inclusion.

Working under the direction of NASEO's Senior Managing Director and Senior Program Manager, the Coordinator, Clean Energy Programs will be responsible for coordinating and convening NASEO State and Territory members and Affiliates for calls, webinars, and events; compiling examples, policy information, and analyses to support the creation of resources and web content; and organizing and updating relevant sections of NASEO's website.

The ideal candidate will be organized, intellectually curious, dedicated to upholding NASEO's [Commitment to Equity, Access, and Inclusion](#) in their work, and respectful of the diversity and priorities of NASEO's State and Territory Energy Office members.

Position Responsibilities

- ❑ Support project management and reporting for grants, including federal cooperative agreements and private foundation funds.
- ❑ Conduct preliminary research and analysis on program-related topics to inform NASEO's delivery of technical assistance and informational resources (such as reports, workshops, and presentations) to members.
- ❑ Coordinate and schedule project-related meetings, webinars, and events.
- ❑ Participate in NASEO staff meetings to encourage cross-program exchange and awareness.
- ❑ Ensure relevant sections of NASEO's website are kept updated and organized.
- ❑ Engage NASEO leadership to ensure key NASEO priorities and messaging are integrated into project designs, resources, and communications; such priorities may include, but are not limited to, communicating the importance of State Energy Offices in clean energy development; advancing principles of equity, inclusion, and diversity in NASEO initiatives and events; and embracing bipartisan, practical solutions to the energy transition and climate challenge.
- ❑ Support NASEO conference preparation, development, and execution, which may require travel.

Desired Qualifications and Skills

- ❑ Bachelor's degree or equivalent work experience in a related field.
- ❑ Excellent writing, speaking, meeting facilitation (both virtual and in-person), and computer/Microsoft Word processing abilities.
- ❑ Attention to detail.
- ❑ Passion for, and demonstrated ability to appreciate and communicate, states' roles in clean energy, climate action, economic development, and equity.

- ❑ Project organization and management skills.
- ❑ Demonstrated success in research and policy analysis.

About NASEO

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and District of Columbia. Formed by the states in 1986, NASEO facilitates peer learning among State Energy Officials, serves as a resource for and about State Energy Offices, and advocates the interests of the State Energy Offices to Congress and federal agencies. More information about NASEO's members, programs, and events is available at www.naseo.org.

Compensation and Benefits

The expected annual salary for this position is \$55,000-\$60,000, commensurate with qualifications and experience. NASEO offers competitive benefits, significant and regular opportunities for performance reviews and professional growth, and a collegial and comfortable work environment for employees based in the Washington, D.C. area.

How to Apply

Interested candidates are invited to submit a resume (no longer than two pages) and one-page cover letter as PDFs to jobs@naseo.org with the subject line "NASEO Coordinator, Clean Energy Programs." Applications received before December 15, 2023 will be prioritized; those received after will be reviewed on a rolling basis if needed until the position is filled. Please indicate in your cover letter your ideal start date, whether you are applying as an in-person or remote candidate, and, if the latter, your ability to travel at least quarterly to NASEO headquarters to support team-building and in-person engagement.

Location

NASEO's office is located in Arlington, Virginia. Employees based in the Washington, D.C. region are encouraged to work in the office two days per week. Candidates based outside of the Washington, D.C. area will be considered provided they are willing and able to travel at least quarterly to NASEO headquarters.