



Building Our Renewable Energy Future: *Clean, Sustainable, Secure*

Position Announcement: **Program & Membership Manager**
Location: **Montpelier, Vermont**

About Renewable Energy Vermont: Renewable Energy Vermont (REV) is a leading industry association representing renewable energy businesses, individuals and others committed to reducing our reliance on fossil fuels and expanding the availability of renewable sources of energy in Vermont. REV works as the only advocacy organization dedicated solely to advancing renewable energy and efficiency in the state. Founded in 2000, REV has grown to include nearly 300 business and professional members and supporters.

Our mission is two-fold; we work to support and promote the renewable energy and efficiency businesses in the state through public education, promotion, as well as lobbying and shaping energy regulation in Montpelier; in addition, we are committed to a social mission of strengthening Vermont's economy with cutting-edge energy jobs, creating a more secure local energy future for our state, and promoting environmental and energy policy that will protect the planet now and for generations.

Position Description*: REV is seeking a Program & Membership Manager to begin in January, 2012. This position is a multifaceted administrative position consisting of general office administration duties as well as the coordination of REV's membership program and a state-wide installer accreditation program. This position is $\frac{3}{4}$ time with the potential for full time.

Duties include:

- Phone and email communications. This position serves as main point of contact for all REV members.
- Management of membership database and member information across multiple platforms.
- Responsible for current membership and new member recruitment including sourcing new member leads.
- Management of a statewide installer accreditation program, incl. the coordination of volunteer committees.
- Coordinate meetings and record minutes for various working committees, including the Board of Directors
- Serve as assistant to the Executive Director and Board of Directors on various, as needed tasks.
- Serve as the main point of contact and coordination for event planning.
- Designing, implementing and maintaining filing systems to ensure that filing systems are maintained.

Qualifications:

- 2 or more years of experience in administrative management.
- Strong organizational skills.
- Excellent written and verbal communication skills.
- Ability to work autonomously and prioritize a demanding workflow.
- Experience in budget-based event and program management
- Experience in renewable energy markets preferred.
- Fluency with MS Excel, Word required. Experience with web-based software platforms, including Wordpress is preferred. Experience with Photoshop and InDesign is ideal.

Compensation: Salary range is commensurate with experience.

TO APPLY: Email a resume and cover letter to hrtrev@gmail.com. Please include three references.

*Position is subject to approval by the REV Board of Directors.