

# DRAFT

January 6, 2009  
New Staff Position for REV

## **Communications and Outreach Director**

### Part-time Position at Start (could become full-time)

This position is being created to help build REV's capacity to provide technical support, education and outreach to Vermont businesses working in the renewable energy industry with emphasis in the biofuels sector.

### Responsibilities Include:

- Coordinate membership recruitment and REV promotion
  - Monthly newsletter
  - News releases
  - Web updates and development
  - Database, mailing lists, and e-list management
- Participate in REV's outreach and educational events, coordinate event follow-up, and work on REV conference planning and implementation
- Assist in the development and implementation of renewable energy policies and initiatives
- Respond to phone and e-mail inquiries
  - Prepare fact sheets and other materials
  - Provide referrals
  - Develop and update printed outreach materials as needed
- Coordinate REV's Biomass & Biofuels Working Group

### Requisite Skills:

- ✓ Experience and interest in renewable energy with specific knowledge in biofuels
- ✓ Excellent verbal and written communications skills are essential
- ✓ Computer and keyboard proficiency

### Pay Rate:

Competitive compensation based on related skills and experience.

— REV is an equal opportunity employer —