



Position Description

CNT Energy is seeking an Outreach Coordinator for a three to six month contract assignment (anticipated 30 – 40 hours a week) to support immediate community outreach needs. The Outreach Coordinator will support CNT Energy's energy efficiency programs by building relationships with community leaders and organizations, promoting programs, and coordinating ongoing community outreach activities. Primary responsibilities include the promoting of CNT Energy's energy efficient building programs, such as Energy Impact Illinois (www.energyimpactillinois.org), in the seven county Chicagoland region.

Organization Description

CNT Energy is a non-profit organization whose mission is to provide economic and environmental benefits to households, building owners and communities through energy efficiency and conservation. CNT Energy is experiencing rapid growth in three main areas:

- (1) **Household** - Residential Real-Time Electricity Pricing and Smart Grid Development,
- (2) **Building** - Energy Efficiency in Residential and Commercial Buildings, and
- (3) **Community** - Community Energy Planning and Energy Information Center.

CNT Energy is an affiliate of the Center for Neighborhood Technology (CNT), a 33-year old non-profit organization whose mission is to promote the development and perpetuation of vibrant urban communities that are environmentally and economically sustainable, both in the Chicago region and throughout the United States. CNT has a second affiliate, I-GO Car Sharing, Chicago's only non-profit car-sharing organization.

Accountability

The outreach coordinator works directly for the Outreach Lead and will work closely with the Energy Impact Illinois project lead, the communications manager, and the single family energy efficient buildings manager. The Outreach Coordinator will collaborate closely with other CNT Energy staff on events and meetings with community members, neighborhood associations, relevant affinity groups, and community and municipal leaders.

Responsibilities

- Build relationships with community leaders and organizations in order to promote and build awareness of and support for CNT Energy programs, such as Energy Impact Illinois
- Identify opportunities to partner with community organizations to promote CNT Energy's energy efficiency portfolio
- Coordinate logistics and staffing of events



- Develop and utilize expertise in the requirements for and benefits of programs offered by CNT Energy, Energy Impact Illinois, and others in the Energy Efficiency realm to be able to clearly explain offerings and engage home and building owners
- Prepare and give presentations at events such as meetings with municipal leaders, community events, and neighborhood association meetings; Staff tables and engage in informal conversations with home or building owners to encourage program utilization
- Accompany energy auditors to buildings participating in the single-family program to assist homeowners in understanding audit results and options for improvement
- Work with community groups to place information about CNT Energy programs in organizations' newsletters, websites, listserves, Facebook pages, etc
- Work with community leaders to address public relations issues related to CNT Energy programs
- Document and track in electronic systems the results of outreach activities

Qualifications/Skills

- Bachelor's degree required. Additional education or experience in energy efficiency preferred
- Community outreach experience and familiarity with Chicago area community leaders and organizations
- Passion for CNTe mission
- Strong self-starter
- Excellent relationship building and networking skills
- Strong public speaking abilities
- Strong event planning/coordination skills
- Exceptional organizational and coordination skills
- Ability to travel within the seven county Chicagoland area and the City of Rockford
- Ability and willingness to conduct some work outside of normal business hours (evenings and weekends as necessary to staff events or home visits)
- Proficiency in MS Office applications (Outlook, Word, Excel, Access)
- Ability to work well independently and in a team setting
- Bilingual English/Spanish not required, but is an optimal qualification



Anti-Discrimination Policy

The Center for Neighborhood Technology is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training. This is a 3-6 month contract position with the possibility of an extension. Compensation will be commensurate with experience. To apply, please send cover letter, resume, and compensation expectations:

CNT Energy
2125 W. North Avenue
Chicago, IL 60647
Fax to 773-278-3840 or email to careers@cntenergy.org
No phone calls please.