

## Entergy Solutions Coordinator Job Description

Energy Wise is a nonprofit that empowers Louisiana to save money through energy education. Energy Wise was established in 2013 by industry leaders to help low and moderate income (LMI) households access vital energy saving programs that permanently lower their energy bill.

Our successes include teaching 4,000 youth in their schools and summer camps each year and connecting thousands of renters and homeowners with ways they can save energy at home. We also deliver a nonprofit retrofit program, retrofitting nonprofit offices so that they can put their money back into their own crucial programs. These three key programs will continue through 2019.

We are looking for an outgoing, determined, organized person to coordinate the Entergy Solutions for Kids program. This program comes through a contract from Entergy Louisiana. The program goal is to distribute about 5,500 Energy Efficiency Kits to 8th grade students across the state between now and December 2019, along with curriculum material to support teachers. It is likely this contract will be renewed. This is primarily an outreach and education position.

### **Responsibilities:**

- Outreach to school districts across the state
- Teaching classes in person and developing said classes
- Developing lesson plans and modules for 8th grade teachers to use on their own
- Ordering and managing supplies and equipment
- Collecting program evaluations and data sheets from teachers
- Accurate and timely calendar management to delegate tasks across the team
- Maintain professional decorum to satisfy contract obligations

### **Duties related to other programs may include:**

- Teaching in our summer programming
- Outreach tabling
- Grant research
- Teaching in our ongoing Orleans program
- Other duties as assigned

### **Necessary experience:**

- Curriculum or activity development for youth
- Working with students in group settings, either in a classroom or non-formal atmosphere
- Ability to work within multiple cultures with different values
- Outreach or sales experience
- Demonstrated passion for serving the community and/or the natural environment
- Prior knowledge of energy efficiency and related topics a plus

We are a small, close-knit team working in an open office environment, so the ability to work with distractions and take responsibility for your own work is necessary. We also tend to pitch in to help each other on a regular basis, so we value the ability to give and receive help.

**Availability:** This is a full-time position with travel. If the successful candidate lives in the Greater New Orleans area, they will work from our New Orleans office, on-site across the state at schools, at outreach

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events, and may work from home once a week. We will consider candidates living in other parts of Louisiana, who may work from home or a remote office. Reliable transportation for yourself and education/outreach equipment is required. Successful candidate must pass a federal and state background check, have a valid driver's license and meet minimum auto insurance requirements.

**Benefits:** Salary range is \$38,000 - \$45,000 per year, with potential incentive-based pay, commensurate with experience. Position also qualifies for a generous benefits, paid holidays and paid time off package and a dedicated professional development budget. Hours are generally 9am-5pm with occasional evenings and weekends required. Travel and overnight stays will also be required across Entergy Louisiana service territory, for as much as 8 weeks per year. Work-life balance is important for Energy Wise and we offer comp time when necessary as well as reimbursement for approved expenses and mileage.

**To apply** for this position please submit a cover letter and resume to Emily Snyder at [emily@energyla.org](mailto:emily@energyla.org) or email with questions. Application deadline is Sept 1 and start date is as soon as possible.