



Vacancy Events Coordinator

MREA is seeking a results-oriented and self-directed person to fill the role of Events Coordinator. Those with a passion for event management, renewable energy, sustainable living, and the MREA's mission are encouraged to apply!

About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

As proponents of a just energy transition, the MREA values justice, equity, diversity, inclusivity, and belonging. We work to ensure our organization reflects the diverse communities we serve, because we believe that we need meaningful participation from people with a wide variety of perspectives and experiences to achieve our mission.

MREA is committed to the principle of equal employment opportunity for all and will not discriminate against any employee or applicant for employment in a manner that violates the law and our stated principles. MREA is committed to employing qualified people regardless of their race, color, religion, sex, sexual orientation, marital status, gender identity or expression, pregnancy, parental status, age, national origin, disability status, genetic information, family medical history, ancestry, protected veteran status, socioeconomic status, or any other class protected by federal, state, or local laws.

It is the responsibility of everyone employed at MREA to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every MREA employee to help create a job environment that is conducive to effective equal employment opportunity. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

Position Details

Position Title: Events Coordinator

Position Classification: Full Time – Non-Exempt (Hourly)

Reports To: Events Manager

Salary: Range per Year: \$37,440 to \$42,120 (Salary is commensurate with experience)

Based: Custer, WI (hybrid work eligible with required in office hours throughout Spring & early Summer)

Approximate Start Date: August or September 2022

To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for three professional references (PDF)

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be accepted through 5:00 p.m. Central Time on Thursday, July 25, 2022.

Job Description

The Events Coordinator will work closely with the Events Manager, Site Manager, Communication Coordinator, Volunteer Coordinator, and other staff as necessary to support MREA events and outreach activities with a primary focus on the management of The Energy Fair. Primary responsibilities including Registration, outreach, assisting with event publications, website content, data management, exhibit/sponsor outreach, and event logistics. The Events Coordinator will work as part of a dedicated team of MREA staff and board members to promote renewable energy education opportunities and manage the largest and longest running renewable energy education event in the US.

Key Responsibilities

Energy Fair

- a. Manage
 - a. Exhibitor registrations, confirmations, and on-site exhibitor check-in
 - b. Ticket and camping registrations/confirmations
 - c. General Energy Fair, exhibitor, and solar professional workshop evaluations (general workshop evaluations will be managed by Events Manager).
- b. Assist the Events Manager and necessary staff to solicit and confirm as needed:
 - a. Exhibitors
 - b. Sponsors
 - c. Energy Professional workshop series
 - d. General Workshops
 - e. Food vendors
 - f. Advertisers
- c. Answer questions and direct people to information related to The Energy Fair by phone, in person, and by email.
- d. Maintain energyfair@midwestrenew.org informational email account
- e. Work with staff as needed to update processes for data management, registrations, and confirmations
- f. Website updates as needed
- g. Assist in printing event badges, printing materials, etc. as needed

Volunteer Events

- Assist Site Manager, Events Manager, and Volunteer Coordinator in planning and implementation of Move Some Earth Day in May and other volunteer work days as needed.

Outreach and Coordination

- Maintain MREA outreach schedule
- Maintain MREA outreach materials and inventory as needed at Custer, WI office
- Work with necessary staff to carry out Energy Fair Promotion (post cards, email/radio/tv marketing, social media, posters, online calendar listings, yard signs)

- Attend outreach events throughout the Midwest representing MREA as necessary
- Work with Communications Coordinator to identify and engage promotional partners.
- Assist in building our contact base for event and general MREA promotion
- Maintain Rise Up Midwest partnership network to promote educational opportunities and recruit event speakers, sponsors, and exhibitors.
- Support the development and promotion of the Rise Up podcast including promotion of Energy Fair sponsors and MREA services.

General Administration & Personnel

- Assist in answering telephone when at Custer office
- Participate in working groups as needed
- Participate in MREA staff meetings, planning sessions, and professional development days as needed.
- Maintain instructional documents for position description, coordinate with others as needed
- Follow MREA remote work procedures, including office hour scheduling, work-from-home scheduling, and reporting.
- Participate in staff reviews
- Manage interns and/or volunteers as needed

Board Relations

- Attend Board of Directors meetings, prepare reports, and present information as needed.
- Participate on other board-level committees as needed.

Travel Requirements

- Midwest or national renewable energy and/or sustainably living outreach or networking events as needed
- MREA's Custer, WI office for planning meetings as needed
- MREA's Custer, WI office for events, including volunteer days (Spring and Fall) the Annual Energy Fair held each June

Qualifications

A successful candidate will be:

- Results-oriented and self-directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities to satisfy deadlines
- Able and willing to travel and work some weekends as needed
- Comfortable working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- An excellent written and verbal communicator who can promote the MREA's mission to the public and market stakeholders
- Adept at working in groups and have experience building partnerships with diverse audiences
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), web management (WordPress), and data management (i.e. Excel and/or Google Sheets, other database).

Preference will be given to candidates who:

- Have a bachelors, other advanced degree, and/or demonstrated experience in one or more of the following fields: Education, event/hospitality/tourism management, project management, administration, communication, renewable energy policy, sustainability or related fields
- Have 2 or more years of professional experience in a related field

Compensation & Benefits

- Salary is commensurate with experience
- Paid vacation & holidays
- Paid health and wellness leave
- Free electric vehicle charging at Custer Office
- Flexible work environment
- Casual dress code
- Free registration to MREA trainings
- Professional development support
- Work from home scheduling