

## **MI'KMAQ NATION JOB DESCRIPTION**

**JOB TITLE:** SUSTAINABLE ENERGY COORDINATOR

**CLASSIFICATION:** FULL-TIME

**IMMEDIATE SUPERVISOR:** Environmental Health Director

**SALARY RANGE:** 41,600-62,400

**NOTE:** The following outlines the essential job functions and the physical, mental, academic, and experiential requirements for the job defined herein. The description is intended to serve as a reference for interviewers, applicants, directors, and incumbents to determine whether applicants' or employees' qualifications are sufficient to perform the tasks and assume the responsibilities described herein. Some aspects of this portion may change over time based on the Mi'kmaq Nation's needs; any changes may not be recorded herein at this time.

### **SUMMARY OF POSITION**

The Sustainable Energy Coordinator develops and implements energy conservation, efficiency, and renewable programs to reduce energy use and greenhouse gas emissions. They research technologies, identify funding, write project and grant proposals, and assist the Director with budgeting, contractor coordination, and timely project delivery. The Coordinator organizes a Mi'kmaq citizen resilience committee to drive community-driven outreach and priorities; collaborates with tribal agencies and University of Maine researchers on research and workshops; and provides training in the use and maintenance of renewable systems. They may perform or oversee residential and tribal building energy audits and air sealing. Ideal candidates have knowledge of sustainable energy, experience working with Indigenous communities, strong communication and project development skills, and the ability to work both independently and as part of a team.

### **EDUCATION AND EXPERIENCE**

- Associate's degree or higher in engineering, environmental science, or a related field from an accredited institution
- Experience writing and/or managing grants
- Experience developing or implementing sustainable energy practices in an organization or community, including one or more of the following:
  - Renewable energy (solar, wind, geothermal, biomass, hydropower)
  - Energy efficiency (insulation, air sealing, window inserts, LED lighting, upgraded appliances, heat pumps, electric vehicles)
  - Energy audits

- Energy conservation (reducing vehicle use through improved biking/walking access; behavior changes to reduce electricity or heating fuel use)

## **LICENSES OR CERTIFICATIONS**

- Must have a clean and valid driver's license acceptable to the Mi'kmaq Nation's insurance.
- CPR certification required or ability to obtain within six (6) months of employment.

## **SKILLS / KNOWLEDGE / ABILITIES REQUIRED**

- Excellent interpersonal, verbal, and written communication skills.
- Self-direction, organization, motivation, and attention to detail.
- Strong collaborative project development skills.
- Proficiency in, or willingness to learn, Microsoft Office and Google Suite software.
- Attention to detail in composing, typing, and proofreading materials and meeting deadlines.
- Very good to excellent spelling, grammar, and written communication skills.

## **FUNCTIONS / TASKS**

- Maintain up-to-date knowledge of energy industry trends and applicable regulations.
- Develop sustainable energy policies and programs in collaboration with Mi'kmaq citizen resilience committees and appropriate tribal offices.
- Investigate and identify potential sustainable energy projects.
- Monitor and evaluate sustainable energy programs, including conducting or overseeing energy audits to identify opportunities for energy savings.
- Educate tribal government staff and community members on sustainable energy practices, including co-developing and co-implementing at least one educational workshop per community per year.
- Participate in regular virtual and in-person meetings with citizens, tribal government staff, and University of Maine researchers.
- Serve on the Research Advisory Committee and Wabanaki Team for the EPA-funded project titled "*The Role of State Networks in Advancing Community-Initiated and -Engaged Sustainable Energy Action in Underserved Communities.*"
- Complete Institutional Review Board (IRB) training through the University of Maine and co-develop research materials and approaches with University of Maine researchers, Wabanaki citizens, and tribal government staff.
- Collaborate with grant writers, University of Maine research teams, and Wabanaki partners to develop, write, and submit grant proposals and assist with the management of grant funds.
- Attend and participate in activities of the Maine Community Resilience Partnership administered by the Governor's Office of Policy Innovation and the Future.
- Perform other related duties as assigned.

## **WORKING CONDITIONS**

Frequent sitting, talking, and hearing; occasional standing, walking, kneeling, bending, crouching, reaching, grasping, pushing, pulling, and manual handling. Must operate computers for extended periods and occasionally lift/move up to 50 lbs. Visual requirements: close, distance, color, peripheral, depth perception, and focus adjustment. Work is primarily in a busy office, with some fieldwork (energy audits and project support). Occasional evening or weekend work required.

## **EVALUATION**

Feedback will be practiced on an ongoing basis, and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods used to meet requirements may be modified to reasonably accommodate qualified individuals who pose a direct threat to their own health and safety or to the health and safety of others.

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans in  
In accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.**