

**REAP Job Announcement:
Electric Utility Training Coordinator**

Renewable Energy Alaska Project (REAP) is seeking an **Electric Utility Training Coordinator** to work in both office and field settings (remote Alaska villages). The Electric Utility Training Coordinator, under general direction of the Executive Director, is responsible for developing and coordinating on-site, on-the-job training and technical assistance opportunities for independent rural Alaska electric utilities. This position will require collaboration with partner utilities in four training categories: managerial, operational, administrative and governance. Tasks will include workforce needs assessments as well as the delivery, evaluation, and continual maintenance of training programs and workforce programs that address specific needs of utility personnel. Priorities will include securing qualified instructors, needed materials and choosing the mode of training delivery. The successful candidate will schedule and coordinate all training activities in cooperation with partner utilities. In addition, the Electric Utility Training Coordinator will work with REAP staff, Alaska energy champions, community stakeholders and teachers throughout the state to increase energy literacy for all Alaskans. This position requires an individual with initiative and remote Alaska networking skills that allow for independent effectiveness in the field.

Location: Anchorage, Alaska. The Training Coordinator will work virtually, in the field and at REAP offices as required.

Responsible to: The Training Coordinator reports to REAP's Executive Director. The successful candidate will also work in close coordination with REAP's Director of the Alaska Network of Energy Education and Employment (ANEEE), other REAP staff and contractors as well as REAP partners throughout the state.

Background: Renewable Energy Alaska Project (REAP) is the only non-profit in Alaska with a statewide focus on energy efficiency and renewable energy education and advocacy. Based in Anchorage, REAP is a coalition of over 70 electric utilities, businesses, clean energy developers, conservation groups, Alaska Native organizations, educational institutions and local governments. Since its founding in 2004, REAP has worked to educate policy makers and the public through collaborative outreach, presentations, conferences, public forums, earned media, in-person meetings and other events. Visit <http://alaskarenewableenergy.org> to learn more.

The Electric Utility Training Coordinator will work within the REAP initiative People In Power (PIP), a project supported by the Denali Commission and the U.S. Department of Energy's Arctic Energy Office. High performance stand-alone utilities create more opportunities for clean energy pathways and greater energy independence for rural Alaska communities. PIP aims to establish regular training opportunities for stand-alone utilities so that they might meet the highest performance standards.

Key Responsibilities Include:

- Outreach, consistent communication, and meaningful collaboration with partner utilities
- Administer, implement and refine a process for determining workforce development needs of partner utilities

- Secure qualified instructors, adequate facilities, modes for delivery of training, and required training materials
- Maintain an inventory of utility training resources and opportunities
- Schedule and coordinate all training activities
- Maintain records of participation for each training
- Develop KPI's for cost effectiveness of various training programs
- Coordinate with federal and state agencies; tribal, village and city councils; school districts, other regional entities and organizations that might maximize specific training opportunities
- Deliver trip reports of on-site visits detailing outreach efforts to utilities and community leaders
- Maintain a database of stand-alone, rural utility staff capacity and operational performance
- Assist REAP staff with event creation and management, including event logistics
- Stay abreast of current news related to renewable energy and energy efficiency
- Quarterly reporting

Minimum Qualifications:

- A bachelor's degree in organizational development, education, program management or related discipline, supplemented by five (5) years' experience in workforce development, or an equivalent combination of education and experience.
- Excellent organizational skills with ability to meet multiple deadlines
- Experience working with Indigenous and/or rural communities
- Excellent written and verbal communication skills
- Strong interpersonal communications and relationship-building skills
- Capacity for catalyzing engagement and collaboration with individuals and groups from diverse backgrounds
- Ability to plan, organize, lead and monitor training activities, projects, workshops and meetings
- Experience in creating, mapping, and refining processes
- A high degree of self-motivation and the ability to work effectively and collaboratively as part of a team
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and individuals from other organizations
- Ability to work within a network of organizations with varying goals and practices and building collaborative partnerships
- Ability to work effectively with and through others in a decentralized and geographically dispersed organization
- Willingness to travel and work in rural communities
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Ability to quickly self-learn current and new workplace apps
- Able to work in situations of ambiguity

Additional Preferred Experience:

- Traveling and/or doing outreach in rural Alaska, or other equivalent cross-cultural experience
- Developing workforce needs assessment

- Experience with technical assistance opportunities
- Supporting training compliance
- Experience managing databases
- Managing project schedules
- Experience managing complex or multiple projects, including managing budgets and coordinating the work of other professionals and partners across multiple disciplines
- Demonstrated leadership experience
- Knowledge of Alaskan energy institutions and infrastructure.
- Technical expertise/familiarity with diesel powerhouses, renewable energy and microgrid systems.
- Experience working with non-profits
- Social media and marketing campaign experience
- Experience using Apple computing platforms, WordPress, website management, online communication platforms such as Constant Contact, etc., and online database systems
- Administrative experience
- Public relations experience

Working Conditions: At times, the Training Coordinator may work at remote locations in variable weather conditions on difficult terrain, and under physically-demanding circumstances. This position will require occasional travel by jet and small plane.

Compensation: This is a permanent full-time position. \$60,000+, depending on experience and qualifications. Includes paid personal leave and holidays and retirement benefits.

Application Deadline: Applications for this position will be accepted until 5:00 pm, AKDT on August 12, 2022. REAP is looking for applicants who can start as soon as possible. Applications will be considered and interviews scheduled **as they are received**.

Application Process: Incomplete applications will not be considered. Please email the following five items to Chris McConnell at cmccconnell@realaska.org

- 1) Cover letter
- 2) Résumé
- 3) At least one letter of recommendation
- 4) Two to four other references
- 5) One writing sample