



**POSITION ANNOUNCEMENT
CARBON MANAGEMENT PROGRAM ASSISTANT**

Program/Role: Carbon Management Program Assistant
Location: Minneapolis Office: 2801 21st Avenue South, Suite 220
Reports to: Vice President for Fossil Energy
Type of Position: Full-time
Compensation: Salary commensurate with experience. Benefits include a group health plan, 401(k) retirement plan, paid time off and a communication stipend.

ABOUT GPI:

A national, nonpartisan, nonprofit organization based in Minneapolis, the Great Plains Institute (GPI) is transforming the energy system to benefit the economy and environment. We combine a unique consensus-building approach, expert knowledge, research and analysis, and local action to find and implement lasting energy solutions. Our work strengthens communities and provides greater economic opportunity through creation of higher paying jobs, expansion of the nation's industrial base, and greater domestic energy independence while eliminating carbon emissions.

ABOUT THE CARBON MANAGEMENT PROGRAM:

The goal of the Carbon Management Program is to accelerate commercial deployment of technologies that capture carbon dioxide (CO₂) emissions at industrial facilities and power plants in order to meet midcentury CO₂ emissions reduction goals while realizing the jobs and economic benefits for key energy, industrial and manufacturing sectors of our economy. Some key objectives of the Carbon Management Program are to elevate carbon capture as a national energy, economic and environmental priority; provide comprehensive financial incentives and robust federal research and development funding for carbon capture equivalent to support already provided to other low and zero-emission technologies; and foster economy-wide deployment of carbon capture and the national buildout of critical CO₂ pipeline infrastructure.

THIS POSITION: Carbon Management Program Assistant

The role of the Carbon Management Team Program Assistant (herein "PA") will be to support the Carbon Management Team in various administrative and program capacities. This position will provide support to the Vice President of Fossil Energy, Vice President of Efficiency & Electricity and Program Consultants. The PA would be expected to work both independently and with colleagues on projects. The successful candidate will complete various work elements from conception to completion in a timely manner and also be able to follow direction that may be detailed or minimal. The ideal candidate will have the ability to exercise good judgment in a variety of situations, maintain a realistic balance among multiple priorities, utilize effective methods for time management and prioritization of tasks, and possess the ability to identify and address urgent and important needs in a dynamic, fast-paced events environment. Hours may be flexible and are typically Monday through Friday during the business day; some nights and weekends may be required.

POSITION RESPONSIBILITIES include but are not limited to:

Provide program assistance to the Carbon Management Team, including:

- Direct administrative support to the Vice President of Fossil Energy and Vice President of Efficiency & Electricity
- Direct administrative support to Program Consultants
- Help to coordinate and provide meeting and other administrative and program support to the following projects:
 - Carbon Capture Coalition (a national coalition of companies, labor unions and environmental, clean energy and agricultural organizations)

- State Carbon Capture Work Group (involving 15 energy-producing states)
- Midcontinent Power Sector Collaborative (brings together power companies, environmental organizations and state regulators from across the Midcontinent region)
- Project related-workshops, events and meetings
- Other projects (as developed and directed)
- Provide research and analytical support relating to the projects listed above
- Provide meeting planning support to the projects listed above
- Prepare meeting materials
- Participate in weekly team-related staff calls
- Manage administrative details of carbon management team grants, in coordination with the Vice President of Fossil Energy
- Other programmatic assistance as needed

DESIRED EDUCATION, WORK EXPERIENCE & SKILLS:

- Bachelor’s Degree
- Good research, writing, and verbal communication skills
- Able to work well with people from a variety of backgrounds and political perspectives that may differ significantly from yourself
- Ability to work for several people, manage multiple tasks in an organized way, and take responsibility for following up on assignments without being reminded
- Detail-oriented and able to work independently
- Excellent time and deadline management, project management and team relationship skills
- Commitment to the mission and goals of the Great Plains Institute

HOW TO APPLY:

Send your application materials including a one page cover letter, resume, and writing sample via email in Portable Document Format (pdf) to <mailto:careers@gpisd.net> with subject line: “Program Assistant-[your surname]”. Optional materials could include a writing sample, professional references, and salary requirement. A single pdf of all materials is preferred. Deadline for application is Monday, November 12, 2018.

EQUIPMENT USED:

Desktop computer and/or laptop, copier, calculator, printer, telephone.

PHYSICAL REQUIREMENTS:

Requires working at a desk (either sitting or standing) for extended periods. Extensive use of computer human interface devices (e.g., keyboard, mouse), as well as usage of telephone/headset. May require lifting of boxes up to 20 pounds on occasion.

POSITION TIMING:

We intend to hire as soon as we find the best candidate.

BACKGROUND ON GREAT PLAINS INSTITUTE:

The Great Plains Institute (GPI) is a tax-exempt 501(c)3 nonprofit corporation based in Minneapolis, dedicated to transforming the way we produce, distribute, and consume energy to benefit the economy and the environment. We specialize in using consensus-based strategies to solve our energy and climate challenges. Through research and analysis, consensus policy development, technology acceleration and local action, we are leading the transition to clean, efficient, and secure energy: www.betterenergy.org.

The Great Plains Institute is an Equal Opportunity Employer and welcomes a wide diversity of applicants.