



## POSITION ANNOUNCEMENT

### Transportation and Fuels Program Assistant

<b>Program/Role:</b>	Program Assistant for Transportation and Fuels
<b>Location:</b>	Minneapolis Office: 2801 21 <sup>st</sup> Avenue South, Suite 220
<b>Reports to:</b>	Program Manager for Transportation and Fuels
<b>Type of Position:</b>	Full time position
<b>Compensation:</b>	Salary commensurate with experience. Benefits include a Health Reimbursement Arrangement, 401(k) retirement plan, paid time off and a communication stipend.

### GPI's Vision & Working Culture

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.

Our strategic areas of focus are: carbon management, communities, electricity, efficiency, and transportation and fuels.

Throughout our 20-year history, GPI has built a reputation for bringing together three skills that are rarely found in one organization:

- Nationally-recognized energy policy and technology expertise;
- A nuanced understanding of the commercial, local, and political realities that shape the energy sector;
- Well-honed facilitation, group process, consensus-building and advocacy techniques.

Together, this skill set produces results in nearly any economic and political environment and offers an important antidote to today's often fractured public discourse.

GPI has a fast-paced entrepreneurial culture in which people enjoy both great freedom and great responsibility. People who thrive in this culture take personal responsibility for seeing what needs doing and getting it done. They are self-starters, problem-solvers, and quick to help others. They work hard because they believe in the mission and get to spend most of their time at the intersection of what they love to do and are good at. It's a working environment in which performance is judged more on results than on time spent in a chair. We aspire to make this the best job anyone has ever had.



# GREAT PLAINS INSTITUTE

## Great Plains Institute Transportation and Fuels Program Area

The Transportation & Fuels Program Area focuses on decarbonization of the transportation system through electrification and development of zero- or negative-carbon, bio-based fuels, synthetic fuels, low-carbon oil, and renewable chemicals. Active initiatives include Drive Electric Minnesota, Bioeconomy Coalition of Minnesota, and the Midcontinent Transportation Electrification Collaborative.

## THIS POSITION: Transportation and Fuels Program Assistant

To further support our audacious mission and vision, GPI is looking for a program assistant to provide support for our Transportation & Fuels program area. The successful candidate must be passionate about the environment and energy and enjoy working in a fast-paced culture that is mission-driven and consensus oriented. The assistant will work for the program manager for Transportation and Fuels. The ideal candidate will have excellent interpersonal communication (including speaking and writing) and relationship-building skills, the ability to exercise good judgment in a variety of situations, maintain a realistic balance among multiple priorities, use 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 environment. Hours may be flexible and are typically Monday through Friday during the business day; nights and weekends will be required at times.

## POSITION RESPONSIBILITIES include but are not limited to:

- 1. Meeting and committee coordination:** The Transportation and Fuels program area has several projects that meet regularly as full groups and committees, including Drive Electric MN, the Bioeconomy Coalition of MN, Midcontinent Transportation Electrification Collaborative, and others. The assistant will set up meetings on the calendar, execute meeting logistics, communicate with committee members, and take meeting notes. The Assistant will manage online web meetings in addition to in-person meetings.
- 2. Event planning:** Under the direction of the program manager, the assistant will lead the execution of various events for the program, including ride-and-drive events to promote EVs, outreach events for the Bioeconomy Coalition, occasional demonstrations at conferences, and others.
- 3. Communications:** The assistant will coordinate and execute the Transportation and Fuels communications strategy. Specific activities include:
  - Writing blog posts for Drive Electric MN, the Bioeconomy Coalition of MN, and Great Plains Institute websites
  - Conducting light website maintenance for Drive Electric MN and the Bioeconomy Coalition of MN
  - Designing handouts and other communication materials as needed
  - Designing PowerPoint presentations for the vice president's speaking engagements
  - Participating in Communications Team meetings
- 4. Social media:** Under the direction of the program manager and Communications Team, the assistant will coordinate and execute Drive Electric Minnesota and the Bioeconomy Coalition of Minnesota's social media strategies. Specific activities include:
  - Keep abreast of current events in the electric vehicle and bioeconomy spaces, paying close attention to events happening in the United States and Minnesota
  - Generate engaging social media content



# GREAT PLAINS INSTITUTE

- Work to produce 3-5 Facebook posts per week and 5-8 Twitter posts per week, using Buffer to upload content for each account
  - Monitor social media analytics to identify viable ideas
  - Suggest improvements for social media strategies as appropriate
5. **Database administration:** The assistant will work with the program manager, vice president, and others as needed to execute membership drives for Drive Electric Minnesota and the Bioeconomy Coalition of Minnesota as well as track sponsorships using GPI's customer relationship management system. Specific activities include:
- Maintaining constituent records
  - Processing gifts
  - Managing appeals
6. **Other programmatic assistance:** As requested by the program manager or vice president.

## REPORTING STRUCTURE

Reports to the program manager for Transportation and Fuels. The person in this position will coordinate with other program staff on specific projects and the Events Team and the Communications Team where needed.

## WORK EXPERIENCE AND SKILLS REQUIREMENTS:

- Excellent research, writing, and verbal communication skills
- Education background in communications, journalism, public relations, graphic design, and/or a related field
- Ability to work well with people from a variety of backgrounds and with a variety of political perspectives—be able to work with people different from yourself
- Ability to work for many different people, juggle multiple tasks in an organized way, and take responsibility for following up on assignments without being reminded to ensure that you are effective in your role
- Organized, creative, and detail-oriented with an ability 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
- Must be able to lift 20 lbs
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Sharepoint)

## PREFERRED EXPERIENCE AND SKILLS:

- Experience with social media tools (Twitter, Facebook, LinkedIn, YouTube, etc.)
- Competencies with Adobe Photoshop, Illustrator
- Familiarity and experience with editing website content using WordPress
- Basic understanding of HTML
- At least one year of event and/or meeting planning experience

## EQUIPMENT USED:

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



# GREAT PLAINS INSTITUTE

## **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:**

Position will begin in late January or early February 2019.

**HOW TO APPLY:** Send your application materials including a one page cover letter, resume, writing sample, and design sample with the subject line: "Transportation and Fuels Program Assistant-[your surname]" to **Katelyn Bocklund** at [kbocklund@gpisd.net](mailto:kbocklund@gpisd.net). A single PDF of all materials is preferred. **Deadline for application is 5 pm CST January 9, 2019.**

**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 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. Learn more at [www.betterenergy.org](http://www.betterenergy.org).

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