

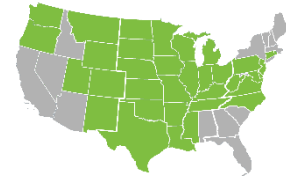


POSITION ANNOUNCEMENT: ELECTRIC VEHICLE PROGRAM ASSOCIATE

Program/Role: Electric Vehicle Program Associate
Location: Minneapolis Office: 2801 21st Avenue South, Suite 220
Reports to: Transportation and Fuels Program Manager
Type of Position: Full time position
Ideal start date: November 16, 2020
Compensation: Salary range: \$43K-\$50K, commensurate with experience. Benefits include health plan, 401(k) retirement plan, LTD, STD, life, vision, dental, FSA/HSA, paid time off, and a communication stipend.

ABOUT THE GREAT PLAINS INSTITUTE

The mission of Great Plains Institute (GPI) is to transform the energy system to benefit the economy and the environment. Increased demand for GPI's unique blend of energy expertise and consensus-derived solutions has driven rapid organizational and programmatic growth. GPI's annual revenue has tripled in 6 years to nearly \$8.3 million. GPI's operations are national in scope (see map), yet the organization retains a core competency in the midcontinent. GPI is powered by more than 30 professionals in Illinois, Minnesota, New York, North Dakota, and Washington, DC and is supported by some of the nation's most respected philanthropies. Please visit www.betterenergy.com to learn more.



THIS POSITION:

GPI seeks a bright, outgoing, and highly motivated individual to support the Transportation & Fuel's growing electric vehicle work. The full-time electric vehicle program associate will be responsible for supporting the Transportation and Fuel team's electric vehicle outreach, education, advocacy, and stakeholder engagement efforts. We are looking for someone who is interested in developing deep subject matter expertise on transportation electrification. Our work is fast-paced, and our hardworking staff is passionate about GPI's mission and the environment in general. The Transportation & Fuels team is committed to building a diverse staff and strongly encourages candidates from all backgrounds to apply.

The Electric Vehicle Program Associate will work across a variety of areas. The percentages of time spent in each area listed in the job duties are meant to be representative and do not indicate specific time spent in each area. Actual time allocation will vary based on a candidate's skills and experience and the needs of the program.





JOB DUTIES:

1. **(35%) Meeting & Facilitation Support:** GPI convenes many stakeholder groups for its electric vehicle work including Drive Electric Minnesota, Midcontinent Transportation Electrification Collaborative, Powering Ahead through Vehicle Electrification, and others. The Associate will provide support at these meetings through the following activities:
 - a. Assist with developing meeting agendas
 - b. Attend meetings and provide content expertise as needed
 - c. Record meeting notes and provide meeting summaries to staff and stakeholders
 - d. Conduct follow-up research on key questions raised by stakeholders as needed
 - e. Develop skills in meeting facilitation to serve as backup to lead facilitators
 - f. Help lead small group discussions at stakeholder events
2. **(25%) Research & Writing:** The Associate will conduct research to stay apprised of policy issues, regulatory proceedings, and market trends relevant to GPI's electric vehicle work. Additionally, the Associate will aid in the development of research reports, white papers, blog posts, and other content as needed.
3. **(20%) Policy Advocacy:** The Associate will support GPI's electric vehicle policy advocacy efforts through the following activities:
 - a. Conduct background research and prepare briefing materials on key issues related to transportation electrification.
 - b. Attend legislative committee hearings at the request of the Transportation & Fuels Program Manager, Vice President, and/or contract lobbyist.
 - c. Attend Public Utilities Commission meetings at the request of the Transportation & Fuels or Electricity Program Managers and prepare meeting summaries as appropriate.
4. **(15%) Outreach & Education:** The Associate will support outreach and education activities focused on electric vehicles, attending and speaking at events, webinars, conferences, and others as appropriate.
5. **(5%) Fundraising:** The Associate will contribute to preparing narrative for grant and contract proposals and reports.
6. **Other programmatic assistance:** As requested by the Vice President, Program Manager, or MetroCERT Director.

SKILLS REQUIRED:

Qualifications

- Excellent research, writing, and verbal communication skills
- Able to consume, synthesize, and share information from many sources, including reports and academic papers
- 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 and build and maintain a network
- 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
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, SharePoint)
- Experience considering the impacts of the work on multiple communities, including underrepresented communities
- Experience working on a diverse team
- Experience working with different communication styles

Education, training, and other requirements

- 5-7 years of experience in a related field OR a 4-year degree with 1-3 years of experience in a related field
- Knowledge of electric vehicles and/or transportation electrification highly desired

EQUIPMENT USED:

Desktop computer and/or laptop, copier, fax machine, calculator, printer, telephone

PHYSICAL REQUIREMENT:

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

HOW TO APPLY:

Send your application materials including a resume, writing sample, and one-page cover letter, with the subject line: "EV Program Associate - [your surname]" to careers@gpisd.net. A single PDF of all materials is preferred. **Deadline for application is 5 PM Central Time, September 21, 2020.**

BACKGROUND ON GREAT PLAINS INSTITUTE:

The Great Plains Institute (GPI) is a tax-exempt 501(c)3 nonprofit corporation based in Minneapolis, MN, and dedicated to transforming the energy system to benefit the economy and environment. We specialize in using consensus-based strategies to solve our energy and environmental 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.

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.

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

