



bonneville environmental foundation

**JOB TITLE:** Program Manager, Energy Education (CTE)  
**REPORTS TO:** Director, Solar 4R Schools  
**STATUS:** Regular Employee  
**EXEMPT:** Exempt  
**LOCATION:** Portland  
**HOURS:** Monday – Friday; 8:00 – 5:00, occasional weekends and evenings

### **About BEF**

BEF is an entrepreneurial nonprofit working on environmental solutions at the intersection of renewable energy and freshwater. Partnerships are key to our success. We build long-term relationships with our corporate, utility and philanthropic partners by first understanding their goals and needs, and providing solutions that achieve those goals while achieving real, measurable environmental benefits.

We are witnessing the emergence of the clean energy economy. We're seeing rapid innovation and growth in distributed energy generation, storage, and grid solutions, along with the career opportunities that accompany such growth. But we are simultaneously faced with an impending retirement boom, nationwide STEM skills gap, and need to resource and support the teachers who prepare students. Even more there is an inequity of access to these new, exciting career opportunities – particularly for young women, young people of color and students from rural communities.

Through the Solar 4R Schools program at BEF, we are growing the future of the clean energy economy by addressing the opportunity gap for students and career readiness in underserved communities in Oregon and nationwide. Our work focuses on preparing the next generation through renewable energy, career-connected STEM education; advancing the growth of a diverse and equitable workforce; building energy resilient communities; and contributing to vibrant, healthy economies and a healthy planet.

### **Ideal Candidate**

The ideal candidate will be a solutions-oriented self-starter who enjoys working in an entrepreneurial environment. They will be committed to BEF's and the program mission and passionate about the unique skills and contributions they can bring to the position to expand mission impact. They will enjoy collaborating with the Director and education team at BEF, as well as with stakeholders and funding partners, to co-create innovative programming that is timely, relevant, and tailored to fit local priorities in regions across the country featuring Solar 4R Schools activations.

### **Scope of Position**

The Program Manager, Energy Education position is a hands-on role responsible for the day-to-day implementation of the Solar 4R Schools program. As the Career and Technical Education (CTE) lead for the Solar 4R Schools program, the Program Manager assists in the development and delivery of career-connected learning opportunities and program offerings for teachers and students in areas where Solar 4R Schools operates nationwide. Duties include: designing and delivering career-connected, renewable energy training to pK-12 educators; leading the development of educational resources such as classroom activities, web content and teacher training materials; working with the Director to develop strategies for gleaning teacher feedback and improving program offerings; serving as a key point of contact to educators, school districts and funding partners; and serving as a BEF career-connected energy education expert.

### **Required Skills and Qualifications**

- Minimum of 3 years of program management experience
- Experience delivering and managing professional trainings on renewable energy, energy-efficiency or other STEM/CTE subjects
- Undergraduate degree in education, environmental science, or related topic
- Experience working with pK-12 teachers, after-school/out-of-school time programs, guidance counselors, and career centers with an understanding of teaching energy or environmental STEM/CTE subjects
- Demonstrable success leading professional-level group workshops for diverse adult audiences
- Excellent interpersonal skills and the ability to develop and maintain positive collaborative relationships among staff, funders, key clients and stakeholders
- Excellent communication skills, including the ability to convey both verbally and in writing complex technical ideas to diverse audiences with varying degrees of background knowledge
- Ability to embrace new challenges in a rapidly growing program and evolving work environment
- Comfortable with using technology, updating web content and willingness to learn new technologies for program management and implementation
- Ability to manage and organize multiple projects with varying timelines, utilize information management systems and create and adhere to project completion timelines and budgets
- Advanced computer skills, including proficiency with Microsoft Office Suite
- Excellent multi-tasking and prioritization skills

### **Specific Responsibilities / Essential Functions**

- Deliver in-person and remote educator-training sessions, adapting as needed to provide exceptional learning opportunities for Solar 4R Schools participants
- Perform day-to-day management of assigned activities in the Solar 4R Schools program, including:

- Track and maintain inventory, and manage shipping of science classroom materials
- Process and track project invoices and contracts
- Track Solar 4R Schools project progress
- Provide project summary content for reports to funding partners
- Conduct program outreach activities
- Coordinate workshops, meetings, conference sessions, and events
- Collaborate with the Director to lead the development of Solar 4R Schools CTE program offerings, including meeting with community partners to amplify existing or co-create new relevant opportunities for teachers and students to help complete the clean energy career pathway
- Collaborate with the Solar 4R Schools Team on educator leadership development institutes and programs, including summer and year-long institutes where CTE opportunities exist
- Design Solar 4R Schools renewable energy education science kits, revising as necessary to provide cutting edge, hands-on opportunities for teachers and students working with renewable energy
- Provide content review and work with subject matter experts as appropriate to perform technical review of subject matter on all Solar 4R Schools materials relating to renewable energy technology, electrical engineering, and career pathway/experiences/internships
- Maintain and develop the Solar 4R Schools STEM teacher network
- Collaborate with the Solar 4R Schools team for the delivery or facilitation of STEM renewable energy engineering challenges, STEM/CTE events, etc. with schools and funding partners
- Monitor national and regional trends in CTE/STEM education and incorporate these trends appropriately into the Solar 4R Schools curricula—specifically renewable energy education, NGSS and Common Core State Standards and best practices in teacher professional development
- Provide timely and responsive support to teachers during the development of CTE/STEM renewable energy classroom curricula and renewable energy education programming nationwide
- Collaborate with the Director and Solar 4R Schools education team on program evaluation tools and tactics to develop informed strategies to deepen the quality and usefulness of the program to educators
- Assist with the development of grants to grow and expand Solar 4R Schools
- Represent BEF and the Solar 4R Schools program to external audiences
- Utilize cross-functional services, such as marketing, contracts and administration in an effective manner
- Able to lift 35 pounds (science kits and equipment) repeatedly and up/down stairs, load and unload vehicles, receive and send shipments, drive multiple hours or travel by plane to training sites and use tools to work with wires and small component parts in science kits
- Able to travel 20-25%time; valid driver's license required
- Complete other tasks as assigned by the Director, Solar 4R Schools

BEF is an Equal Opportunity Employer.

**Email the following materials to [jobs@b-e-f.org](mailto:jobs@b-e-f.org) by June 16, 2017.  
Email subject line must include the position title.**

**A complete application will include:**

- 1. Cover Letter with salary requirements**
- 2. Resume**
- 3. List of 3 references: name, title, relationship, phone number and email address**

**Please send the three documents as separate attachments in MS Word or PDF format. Documents in other formats may not be considered.**

Application does not constitute a promise or guarantee of employment.

Please make all inquiries to [jobs@b-e-f.org](mailto:jobs@b-e-f.org).