



bonneville environmental foundation

JOB TITLE: Program Manager, CE (energy education)
REPORTS TO: Director, CE
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.

CE is a national clean energy, career connected education program from the Bonneville Environmental Foundation. Together with schools, educators and industry, we strive to build a clean energy future to ensure that our communities and the environment are thriving and resilient. We work to expand access to opportunities for all students regardless of their geography, gender, ethnicity or socioeconomic status. CE is funded by corporations, utilities and philanthropic organizations. For more information, visit CEbrightfutures.org.

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 CE activations.

Scope of Position

The Program Manager is a hands-on position that is responsible for the day-to-day implementation of the CE 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 CE operates nationwide. Working collaboratively with the CE team, the Program Manager designs and delivers renewable energy training to pK-12 educators; assists with the development of educational resources such as classroom lessons/units, engineering challenges, teacher leadership institutes, web content and teacher training materials; works with the Director to develop strategies for

gleaning teacher feedback and improving program offerings; serves as a key point of contact to educators, school districts and funding partners; and serves as a BEF clean energy education expert.

Required Skills and Qualifications

- Minimum of 3 years of program management experience
- Experience delivering and managing professional trainings with educators on renewable energy, energy-efficiency, sustainability or other STEM/CTE subjects
- Undergraduate degree in education, environmental science, or related topic
- Experience working with pK-12 teachers and nonformal educators 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 (of varying content, format and length), adapting as needed to provide exceptional learning opportunities for CE participants
- Perform day-to-day management of assigned activities in the CE program, including:
 - Track and maintain inventory, and manage shipping of science classroom materials
 - Process and track project invoices and contracts
 - Track CE project progress
 - Provide project summary content for reports to funding partners
 - Conduct program outreach activities
 - Coordinate workshops, meetings, conference sessions, and events
 - Contribute to continuous improvement of program delivery and processes
- Collaborate with the CE Team on educator leadership development institutes and curriculum labs, including summer and year-long institutes where STEM/CTE opportunities exist

- Design CE 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 CE materials relating to renewable energy technology, electrical engineering, and career pathway/experiences/internships
- Maintain and develop the CE STEM/CTE educator network
- Collaborate with the CE team for the delivery or facilitation of STEM renewable energy engineering challenges, STEM/CTE events, etc. with schools and funding partners
- Collaborate with the CE Team develop 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 for all students
- Monitor national and regional trends in CTE/STEM education and incorporate these trends appropriately into the CE 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 CE 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 scale and grow the CE program as appropriate for various communities nationwide
- Represent BEF and the CE 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, CE

BEF is an Equal Opportunity Employer.

**Email the following materials to jobs@b-e-f.org by January 5, 2018.
Email subject line must include the position title.**

A complete application will include:

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

November 2017

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.