



MONTANA RENEWABLE ENERGY ASSOCIATION

P.O. Box 673

Missoula, MT 59806

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[www.montanarenewables.org](http://www.montanarenewables.org)

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## Position Opening

**Position:** Special Projects Coordinator

**Type:** Part-time, year-round (approximately 15hrs/week)

**Location:** Montana, Missoula preferred. Requires working remotely. Some in-state travel required.

**Salary/Wages:** \$15-\$17/hour, based on experience

**Benefits:** Health insurance stipend, paid vacation/holiday/sick leave, travel reimbursement

**Application deadline:** April 1

**Position start date:** Late April/Early May

### About MREA

The Montana Renewable Energy Association (MREA) is a 501(c)3 nonprofit corporation founded in 2000 with a mission to expand the use of renewable energy in Montana, to affect public policy in favor of renewable energy, and to educate and inform the residents of Montana of the benefits and uses of renewable energy. Our members include businesses, individuals, families, and advocates dedicated to expanding Montana's use of renewable energy in order to conserve natural resources, create jobs, and increase the independence and resilience of our communities. Our primary focus is the expansion of on-site renewable energy such as rooftop solar electricity, solar hot water, and small wind generation; however, we also support and work to advance the development of responsible community and utility-scale renewable energy projects.

### Job Responsibilities

The Special Projects Coordinator will report to the Executive Director. The primary responsibility will be to support and coordinate Clean Energy Expo events across Montana. Based on the Montana Clean Energy Fair model, these community events will feature educational workshops for the public, provide opportunities to engage with renewable energy businesses and advocates, and grow awareness of key renewable energy issues in Montana. The Coordinator will work with the Executive Director and with local community partners to:

- Seek sponsors and other funding sources; operate events within the established budget
- Plan and carry out advertising strategy, including print, radio, TV, internet and social media
- Arrange for equipment rentals as needed
- Organize educational workshops, including identifying topics and speakers
- Line up exhibitors and vendors
- Organize kids' activities
- Design and print flyers and posters
- Plan merchandise sales and other fundraising activities for the day of the Expo
- Coordinate day-of logistics

In addition, the Special Projects Coordinator will support other projects based on the organization's needs and the Coordinator's skillset. This may include: education and outreach programs (including our Montana Clean Energy Fair), policy and advocacy projects, industry engagement programs, and organizational and administrative tasks such as communications, membership engagement, and more.

### **Qualifications**

- Bachelor's Degree preferred. Preference for degrees related to renewable energy, businesses, communications, or environmental studies.
- Experience relevant to event coordination and planning
- Excellent organizational skills; able to work independently and successfully juggle multiple priorities
- Able to take direction and execute tasks in a timely manner
- Excellent written and oral communication skills
- Highly motivated and personally committed to MREA's mission
- Experience working for non-profits preferred

### **Work Environment**

MREA staff currently work remotely, based in Missoula. The Special Projects Coordinator will be expected to work remotely as well, with regular check-ins. The Coordinator must demonstrate their ability to stay on task and be successful while working remotely.

### **More on the position**

MREA is a small but effective organization that plays a key role in renewable energy education and advocacy in Montana. As a small organization, every staff member must wear multiple 'hats' to ensure our organization meets its goals and functions in a healthy way. We are looking for someone who is willing to help this organization succeed and grow. A successful candidate will find there is room for growth in the organization, especially if that person helps make that happen.

To apply, please send a resume, cover letter, and references by April 1 to: [info@montanarenewables.org](mailto:info@montanarenewables.org).