

**CONSULTANT JOB DESCRIPTION:**

Staffing supporting for energy-related programs for Pittsburgh Region Clean Cities, specifically for the western Pennsylvania area (State College, PA). The interests will be covered during placement; responsibilities may include any of the following, depending on our needs and their experience, skills and interests:

- Meeting and event coordination
- Conducting outreach and contact management
- Phone and online surveys and market research
- Website and social media updates
- Interacting with and educating local, state, and federal officials and elected representatives
- Newsletter content and solicitation of information from coalition members
- Administrative support
- Key Coalition Responsibilities: Assist coalition directors to perform specific Clean Cities activities, including outreach activities, subcontracts activities and webinar planning in the State College area.
- Interact with community organizations and environmental justice areas.

Scheduling is flexible, but must be available during regular business hours 9:00 –5:00 PM M-F. The staff must be available to work an average of 16 hours per week and may be asked to work weekend hours for events. Schedules will be negotiated upon candidate selection and will prioritize work at time of signing.

**SKILLS/EXPERIENCE NEEDED:** Candidates need strong written and oral communication ability, computer experience (especially spreadsheets and word processing) and outstanding organizational skills.

**SALARY:** Stipend for this consultant ranges from \$18,300 to \$20,800, depending on hours to be worked

Job Types: Part-time, Contract

Pay: \$22.00 - \$25.00 per hour

Expected hours: 16 per week

License/Certification:

- Driver's License (Required)

Location:

- State College, PA (Required)

Work Location: Remote