



Energy Coordinating Agency
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www.ecasys.org

Neighborhood Energy Center Outreach Specialist

Job Description

Organization Description

Founded in 1984, the Energy Coordinating Agency (ECA) creates lasting solutions to the energy problems of low-income Philadelphians. ECA coordinates low-income energy services, and administers high quality energy conservation, education, heating, and home repair services to reduce households' energy costs and stabilize families in their communities. ECA is the Weatherization Assistance Program administrator for Philadelphia. To build capacity at the grassroots level, ECA established a resilient network of what is now 16 Neighborhood Energy Centers (NECs), each of which serves as a one-stop-shop for low-income energy services, including weatherization, heating system repair and replacement, home repair, bill payment assistance, budget counseling, and home energy education. In addition, ECA also trains Philadelphians for jobs in the clean energy sector at the Knight Green Jobs Training Center.

Philadelphia's energy burden (the percent of income spent on utility bills) is 86% higher than the national average, disproportionately impacting BIPOC and low-income Philadelphians. The NECs, trusted and majority grassroots organizations, play a vital role in ensuring that all Philadelphians, especially our most marginalized residents and vulnerable residents, have access to energy services, yet are currently constrained by insufficient means for comprehensive outreach and engagement to reach all the residents in need in their communities.

To support the NECs in serving their communities, the Energy Coordinating Agency in partnership with the City of Philadelphia, is launching a one-year project, the Neighborhood Energy Center Outreach Campaign, which aims to build the capacity of the NECs in order to strengthen their ability to do more effective outreach and engagement with professional support.

Job Description

Position Title: NEC Outreach and Engagement Specialist

Location: Philadelphia, PA (remote with in-person events)

Job type: Full-time (Contract position)

Compensation: \$65,000

Term: August 2022- August 2023

The Energy Coordinating Agency and the City of Philadelphia are seeking a mid-senior level professional to join the Neighborhood Energy Center (NEC) team as the NEC Outreach and Engagement Specialist (“Outreach Specialist”). Your role will be to design, develop and implement an outreach campaign for Philadelphia’s 16 NECs for a period of one year (extension possible). This outreach campaign will be designed to uplift the NECs with training on developed outreach materials about NEC services and events, and information about important home energy upkeep such as energy conservation, electrification, and rooftop solar that the NECs can share with their constituents. In addition to the development and training for the NECs on the outreach materials, the Outreach Specialist will work with project partners to hold three regional Energy Fairs for the public in the Spring of 2023. The Outreach Specialist will be supported by the project team and will report to ECA’s Community Programs Manager.

Responsibilities:

- Outreach to, develop, and maintain relationships with the Neighborhood Energy Centers.
- Develop outreach strategy and materials and outreach templates for the NECs; train the NECs on using the materials and templates.
- Plan and host three regional energy fairs.

Qualifications:

- 3-5 years of experience with outreach and community engagement.
- Experience with strategic communications across diverse groups and outreach best practices.
- Experience with multiple outreach methods including, but not limited to, social media, email marketing, newsletters, blog writing, press marketing, event planning.
- Experience working with multiple organizations at a time.
- Basic graphic design skills (Canva, Adobe Creative Suite)

Preferred Qualifications:

- Understanding of racial justice and equitable engagement principles
- Basic understanding of residential energy and clean energy
- Bilingual (English/Spanish)

*Please note, this is a contractor position and does not include health benefits.

This job listing will be open until position is filled