

## **LiveGreenVT Program Manager**

### **Job Description**

#### **Position:**

- Program Manager

#### **Reports to:**

- The LiveGreenVT Coordinating Team, which is a group of Board members and staff of the Acorn Energy Co-op (AEC) and Climate Economy Action Center (CEAC).

#### **Level of Effort:**

- Initially 40 hours per month (average). The Program Manager position allows for a flexible work schedule with some regular attention to tasks and responsibilities in approximate proportion to the ebb and flow of the workload.

#### **The Program Manager will:**

- Be responsible for managing the public and back-end activities of the LiveGreenVT (LGV) Climate & Energy Online Guide and Directory
- Act as the principal public face and voice for LGV, including to sponsors, listers, and the general public.
- Lead sales activity associated with LGV sponsors, featured listings, and advertisements, including ongoing account management relationships and assistance with the design and display of logos, images, ads, and other LGV assets.
- Ensure the web-based technology that supports LGV is maintained and functioning as necessary to support sponsors, listers, and users.
- Use Google Analytics and other tools to measure activity and engagement with LGV and report such as appropriate to the LGV Coordinating Team, sponsors, and listers.
- Direct efforts to secure new listings for LGV. Facilitate the Listers' Squad, a team of staff and volunteers that brainstorms ideas for and assists with potential new listings. Follow-up leads and secure new listings for LGV.
- Participate in the LGV Editorial Team and assist with blog postings, social media, and regular e-newsletters and updates; expand mailing lists and outreach tools and methods.
- Facilitate regular meetings of the LGV Coordinating Team and other related working groups and prepare a monthly report of activities and issues needing attention.
- Oversee and direct staff, contractors, and volunteers who are involved with any of the above tasks and responsibilities.

#### **The Selected Candidate will be:**

- A proficient communicator with strong written and verbal skills
- A self-starter capable of working without direct daily supervision

- Personable, customer oriented, comfortable while interacting with a broad range of companies and people, eager to help new sponsors and listers, and willing to resolve any problems they may have.
- Able to work from home, answering incoming calls or emails the same day they arrive (ideally returning calls within 2 to 4 hours).
- Capable of handling many tasks in parallel and to manage several priorities simultaneously
- Proficient in the use of Excel and Word, e-mail, Constant Contact, Doodle polls, the Google Suite including Analytics, Zoom, graphic design software (Adobe Suite, Canva or similar), and able to learn the E-Directory computer-based software quickly and thoroughly. Experience with website development and editing are desirable.
- Living in or near the Champlain Valley and understanding of the area's businesses, organizations and geography.
- Enthusiastic about the mission of LGV and committed to being part of our dynamic, growing community-focused organizations.

**Pay Package:**

- Independent Contractor
- Average 40 hours per month (nominally), at \$25/hour, or as may be negotiated.
- Out of pocket expenses covered.
- Monthly invoice required showing hours worked by task categories, cumulative hours to date, and receipts for reasonable out-of-pocket expenses.

**Opportunities Include:**

- Increasing level of effort and pay as LGV grows
- Opportunity to become involved in new initiatives as they are developed
- Gaining experience in the climate and energy sectors
- Being part of a close-knit team that is helping Vermont to make the transition from near total dependence on fossil fuels to a wide array of local climate and energy solutions