



## Community Project Coordinators: Wichita, KS and Kansas City, KS

**Location** - 2 positions: 1 Remote in Wichita, Kansas and 1 Remote in Kansas City, Kansas **Travel** - up to 10 %

**Type** - Full-time **Salary** - \$50-60k  
\*32 hour work week (M-TH) with up to 10% of evening and weekend events. Daily schedule 8-5 with flexibility.

### About Us:

Founded more than 17 years ago, the Climate and Energy Project (CEP) is a Kansas-based 501(c)3 nonprofit dedicated to fostering a healthy and resilient Kansas through equitable clean energy solutions and community-driven climate action. CEP co-creates lasting climate solutions and equitable energy policies by connecting people, communities, and ideas. We advocate and present science-based facts and analysis, facilitate critical thinking, and build energy democracy across four main areas: Clean Energy, Climate Resilience, Civic Participation, and Climate + Energy Policy.

### About You:

You are living in the Wichita or Kansas City Kansas community with lived and professional expertise in your community. You are fluent in Spanish, and have experience engaging with community members from diverse backgrounds and experiences. You're organized, with experience in project coordination, creating work plans, and coordinating resources, ideally within the nonprofit or environmental justice sectors. Passionate about environmental sustainability and community empowerment, you excel in managing multiple projects simultaneously, ensuring that all tasks are completed on time and within budget. With strong communication skills, you are adept at collaborating with team members and external stakeholders to ensure project success. As a proactive problem-solver, you value collaboration and are skilled in coordinating efforts across diverse teams.

### We Offer:

Climate + Energy Project prioritizes a highly collaborative, dynamic, flexible, and family-friendly work environment, which means prioritizing your family needs for a healthy work, life balance. We also minimize overhead expenses in our fully virtual office. Team members are provided a monthly technology stipend for internet and phone service, in addition to hardware and software required to support their work. Full-time staff are provided a monthly health insurance reimbursement allowance (HRA) to offset the costs of health insurance premiums and/or eligible healthcare costs. Additional benefits include paid time off and Individual Retirement Account match.

### Role Overview:

As a Community Project Coordinator at CEP, you will play a vital role in ensuring the smooth planning and implementation of our Energy Navigator and Community Engagement projects and initiatives. Reporting to the Program Directors, you will manage the day-to-day activities of various projects, coordinate resources, and track project progress to ensure alignment with our strategic priorities. Your work will directly support our mission of promoting clean energy and climate resilience in Kansas.

**Responsibilities:**

Project Management and Community Coordination 60%

- Coordinate project activities, resources, equipment, and information.
- Collaborate with stakeholders and community members to identify and define project requirements, scope, and objectives.
- Assist in the preparation of project work plans, timelines, and schedules.
- Monitor project progress and co-create solutions to challenges along the way.
- Act as the point of contact and communicate project status to all stakeholders.
- Ensure project documentation is maintained in accordance with funding requirements.

Administrative Support 25%

- Assist Program Directors with the development, implementation, and review of operational policies and procedures related to the projects.
- Support the preparation of financial reports, project timelines, and budgets by tracking project expenses and creating reports for the project team.
- Gather content for reports and collaborate with other staff on creation and outreach to stakeholders.
- Handle project-related administrative tasks, including scheduling meetings and maintaining project files.

Team Collaboration and Communication 15%

- Participate in and inform the recruitment, hiring, and onboarding of project team members.
- Help promote an organizational culture that encourages growth, progress, empowerment, innovation and high morale.
- Facilitate clear and timely communication among project team members and stakeholders.
- Assist with the implementation and tracking of collaborative work plans.

**Qualifications:**

CEP is committed to a diverse and inclusive workplace. If you're excited about this role, but your past experience doesn't align perfectly with every qualification in the job description, we still encourage you to apply. We are most interested in talent and ability to learn, not credentials.

**Experience and Skills:**

- Excellent written and verbal communication skills, including in Spanish, are highly valued.
- Professional experience in project coordination, particularly within nonprofit or environmental sectors, is highly valued.
- A minimum of two years of relevant experience in project coordination, with a demonstrated ability to manage multiple projects simultaneously and meet deadlines is preferred.
- Proficiency in Google Workspace and/or Microsoft Office Suite; familiarity with project management software is a plus.
- Experience in organizational/resource development and administrative support. Highly organized with attention to detail; ability to work independently and manage multiple projects.
- Willingness to learn and grow with the organization.
- Strong commitment to environmental justice and community.
- Must be legally authorized to work in the United States without sponsorship.
- Strong interpersonal skills.

**Application:**

Our organization is growing, and the environment changes rapidly. We welcome applicants of diverse backgrounds and experience to apply, including people of color, gender-diverse, LGBTQ+, people with disabilities, veterans, and those with a non-traditional education. We value diversity at our organization and do not discriminate based on race, religion, color, national origin, gender identity, sexual orientation, age, veteran status, marital status, or disability status.

Interested candidates should submit a letter of interest and your résumé to [takeaction@climateandenergy.org](mailto:takeaction@climateandenergy.org).

Applications close August 13th, 2024 at 5 pm central time.