

**Position Vacancy****Regional Coordinator – K-12 Energy Education - Posting Closes – MAY 20, 2010****National non-profit 501(c)(3) energy education organization seeks one contractor to support regional energy education programming in Eastern Kentucky and South Central Kentucky.****Positions Available:**

Two ½ time contractor position to coordinate regional energy education program and to provide teacher/school district support in Eastern Kentucky and South Central Kentucky.

**The successful candidate will:**

- Have a demonstrated background in energy, education or energy education.
- Have a demonstrated background in program implementation/project management.
- Be available to begin work immediately.
- Possess and be able to provide examples of exemplary written and oral communication skills.
- Have superior knowledge and ability to use all Microsoft Office Products and have superior capability in use of the internet for reporting, research, and communication.
- Possess superior communication skills and be able to communicate with varied audiences – elementary/middle school aged children, classroom teachers, school administrators and the general public.
- Be creative and able to manage multiple projects at a time.
- Be detailed oriented in reporting to supervisor.
- Be able to work independently and to follow direction on program requirements and responsibilities.
- Submit to and pass a criminal background check.

**Position Details:**

- Contract period 6/1/10 – 12/31/10. Contract will be renewed for another year on 1/1/11 with demonstration of quality performance.
- 20 hours per week.
- Candidate must supply work space – computer, phone, printer, and internet access.
- Candidate must have and maintain a valid Kentucky driver's license and be able and willing to travel locally and for regional meetings. Mileage expenses will be reimbursed.

**To Apply:**

Position closes May 20, 2010.

Send cover letter and resume to [jobs@need.org](mailto:jobs@need.org).

Be certain to include:

- Experience.
- Compensation requirements.
- Personal interest in the project.
- Affirmation that the candidate can fulfill the qualifications under Position Details.
- 3-4 References.
- Candidate's definition of energy education and the importance of school energy education programs.
- One – two examples of written work may be submitted with cover letter and resume.