



Employee Job Description		
<b>Position Title: Energy Coordinator</b>		
<b>Facility:</b> St. Croix		
<b>Job Family:</b> St. Croix	<b>Comp Grade:</b> DOQ	<b>Status:</b> FT

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The St. Croix Chippewa Indians of Wisconsin (SCCIW) have been awarded a nearly five-million-dollar grant opportunity through the EPA’s Climate Pollution Reduction Grant (CPRG) implementation program to improve Tribal building energy efficiency, increase renewable energy production on Tribal lands through solar infrastructure implementation, and address local workforce capacity for building efficiency and renewable infrastructure. As part of this grant, we were awarded funding to hire one full-time staff member for 3.5 years to serve as the project manager for all tasks outlined in the grant application. We are eager to take advantage of this unprecedented funding to advance our goal of achieving energy sovereignty through renewable energy production on Tribal lands.

**Essential Functions:**

The SCCIW CPRG project includes the following measures and tasks:

**Energy Efficiency Building Improvements**

- Conduct building energy audits
- Develop report to prioritize property improvements that maximum energy efficiency improvements
- Complete building efficiency improvements on Tribal buildings

**Solar Technology Feasibility and Deployment**

- Complete solar feasibility study and develop report to identify the best location/s for 1MW of solar infrastructure
- Create solar construction plans and specifications
- Acquire necessary permitting and establish agreements with local utilities
- Construct and connect the solar infrastructure
- Create energy savings dividend distribution program and establish Sustainability Action Fund

### Driving Workforce Development through Solar Generation & Energy Efficiency

- Establish scholarship program with building energy audit training program and with solar technology training program
- Send two students to each program

Many of these tasks will be executed by consultants or contractors as outlined in the grant application.

### **Energy Coordinator Job Duties:**

Develop and expand your experience with building energy efficiency and solar energy infrastructure as the project manager for the SCCIW CPRG project.

As the SCCIW Energy Coordinator, you will use your project management skills to execute the following responsibilities in each stage of the project:

- Lead the progress of the project to ensure all tasks are completed according to the application timeline,
- Solicit bids for all consultants and contractors and oversee their progress,
- Collaborate with Tribal Community Coordinators to conduct thoughtful and intentional community outreach,
- Connect with local technical training programs to establish scholarships for Tribal members to gain certifications in building energy audits and solar infrastructure maintenance,
- Complete all semi-annual and final reporting as required by the EPA.

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** N/A

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**Directly Reporting to:** Tribal Administrator

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

### **Scope and Complexity:**

Interacts with all levels of management, employees, and external organizations; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

### **Physical Demands/Environment Factors: OE-Typical Office and Outdoor Environment:**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 40 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Ability to twist, turn, lift, and reach.

- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Site review with potential severe weather factors including but not limited to extreme cold/heat, snow/sleet, rain, and wind.
- May require off-site travel.

**Minimum Qualifications:**

- 2+ years of industry experience with renewable energy technologies and project management.
- A collaborative attitude
- Strong intercultural competencies
- Self-driven project management skills
- Valid WI driver's license and must be insurable

**Preferred Qualifications:**

- Experience managing renewable energy projects,
- Experience working with tribal nations,
- The ability and desire to drive the progress of the project,
- A positive attitude and openness to collaborating with other staff members and external partners to execute the project,
- Creative solutions for projects that engage and meaningfully benefit historically underrepresented and disadvantaged communities.

While experience in building energy efficiency, renewable energy technologies, and grant implementation would be preferred for this role, they are not required. The grant funding includes consultant services throughout the duration of the project to support the more technical aspects of the project, and the Tribe has previous experience with meeting grant reporting requirements.

*All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.*

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

EEPID	Employee Printed Name	Employee Signature	Date
Supervisor Printed Name		Supervisor Signature	Date

\*These are expected to be updated regularly as responsibilities come and go and will be used to notify employee annually. All signatures are required.