

**POSITION DESCRIPTION**

**Position:** Communications Associate, Siting Program, Clean Grid Alliance

**Date:** May 17, 2022

**Reports to:** Director of Communications

**Applications Due By:** June 20, 2022

*Do you like renewable energy? Would you enjoy educating others about renewable energy?*

*Are you interested in working with a dynamic advocacy organization?*

*Come join our team and help communicate about locating wind and solar projects in the Midwest!*

**ORGANIZATION DESCRIPTION:**

Clean Grid Alliance (CGA) is a nonprofit organization whose 45+ members include nonprofit environmental, public interest and clean energy advocacy organizations, farmer organizations, wind, solar, and energy storage developers and manufacturers, and other businesses that support the development of renewable energy. CGA is a vital player in the fast-changing renewable energy sector. Renewable energy is growing rapidly and includes wind, solar, storage, and other emerging technologies—all of which will need CGA's expertise and engagement in the years to come. CGA’s current footprint includes nine states: North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Michigan, Illinois, Indiana and Missouri.

**POSITION DESCRIPTION:**

Clean Grid Alliance is looking for a Communications Associate for its Siting Program to coordinate state and regional communications activities across seven Midwest states that advance efforts to build large-scale wind and solar projects in this region. Siting, or the zoning and permitting process that applies to building wind and solar projects, has similar characteristics across local areas and is typically based on a local zoning ordinance. Wind and solar projects face public scrutiny during the siting process. The Communications Associate will play a direct role in coordinating broader efforts that support “renewable ready” communities and help enable wind and solar projects to be successfully sited and built in this region.

Specifically, this role will coordinate communications activities including monitoring renewable energy siting opposition activity across the region; engaging in communications activities such as creating fact sheets, writing blogs, compiling news, posting to social media, and planning educational meetings; and providing administrative support to the team. This is a permanent, full-time position based in our St. Paul, MN office at 570 Asbury Street, Suite 201, St. Paul, MN 55104. (Work from Home/In Office Hybrid)

**RESPONSIBILITIES WILL INCLUDE:**

**Opposition Research & Monitoring (30%)**

* Research adverse wind and solar siting ordinances and moratoria, maintain datasheet/list (7 states)
* Use ordinance research to develop earned-media strategies in “at-risk” communities
* Monitor opposition groups on social media; prepare responses for “myths”
* Attend state strategy and update meetings to keep abreast of opposition groups and topics
* Share opposition intelligence between teams on a regular basis

**Communications Activities (50%)**

* Use opposition intelligence to create fact sheets, presentations, and other resources
* Write and place editorials, Letters to the Editor and/or press releases in targeted state-wide publications
* Write blog posts on topics found in research, coinciding with monthly themes
* Assist in the creation of social media posts and press releases on relevant topics
* Develop plans to offer Solar/Wind 101 webinars/presentations, coordinate event details including marketing and other logistics
* Design and implement paid-media campaigns in newspapers, radio and online, as directed
* Upload fact sheets, presentations, and reports to organization website
* Find and share news items on organization website
* Pitch subject matter experts for radio interviews, as directed
* Arrange reporter education meetings, as needed

**Administrative Support (20%)**

* Plan and facilitate monthly meetings; gather staff to provide state updates
* Assist in planning and hosting educational webinars; brainstorm topics, contact speakers
* Coordinate with other state and regional groups on clean energy activities and special projects
* Maintain contact lists

**QUALIFICATIONS:**

* Bachelor’s Degree required
* 2-3 years’ experience, desired
* Excellent oral and written communication skills. Detail-oriented and organized
* Efficiency and persuasiveness in oral and written communications required
* Strong interest in research and energy issues
* Strong organizational skills
* Experience working with large groups of individuals/organizations with different points of view required
* Proven ability to meet frequent deadlines and balance multiple tasks
* Experience with Microsoft Office applications, including PowerPoint, Outlook and Zoom required
* Experience with Google Sheets and Excel required
* Experience or interest in basic graphic design, using programs such as Canva or Adobe Creative Cloud desired
* Experience or interest in understanding and utilizing datasets desired
* Dedication to advancing the cause of renewable energy highly desired

**SALARY AND BENEFITS:**

The salary range for the **Communications Associate, Siting Program** position is $38,000 - $42,000, but depends upon experience and the candidate’s qualifications. Excellent benefits including employer paid health and dental insurance, generous vacation, paid holidays, and employer contribution to retirement plan after employee is vested.

**TO APPLY:**

Please submit a cover letter, resume and salary requirements to kwelf@cleangridalliance.org with the subject Communications Associate, Siting Program. Word and PDF format are preferred.

**No calls please; direct applicants only, no search or placement firms.**

*Clean Grid Alliance is an equal opportunity employer, and hires regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by law.*