the Energy Coalition
Generating Capital for Communities
Through Energy

Position:	**Project Coordinator (Graphic Design/Communications & Marketing)**
Terms:	**Full-time, Exempt, Regular Employee**
Location:	**Irvine, CA**
Compensation:	**Based on qualifications and experience**
Benefits:	**Eligible for all company benefits**
Apply by:	**Position open until filled**

COMPANY DESCRIPTION

The Energy Coalition (TEC) is a California-based 501(c)3 nonprofit with over forty years' experience in partnering with communities, public agencies, private companies, educators and policymakers to design and implement sustainability strategies. As a social change organization, TEC's mission is to create an abundant and healthy world by inspiring others to take responsible environmental actions. Working through our three core service areas - energy policy leadership, engagement and education, and energy services - we collectively achieve valuable environmental savings that benefit everyone.

TEC's team consists of passionate self-starters who are motivated by their commitment to creating a sustainable future. We nurture the professional growth of our employees by offering opportunities for staff to apply and develop their skills, encouraging staff to learn from one another, and through in-house training and professional development funds to build expertise. TEC strives to create a great working environment that is open, flexible and collegial. While TEC's team works hard to tackle challenging and meaningful work we also take time to celebrate our successes. If you are looking to join a high performance organization focused on achieving a sustainable future, apply today!

POSITION DESCRIPTION

TEC is seeking a full-time Project Coordinator (PC) to serve as a Graphic Designer for our Communications and Marketing Team. Their primary function will be to provide graphic design work, website coordination, and video production and editing support for TEC's Education and Training programs and Energy Services programs. Projects assigned may also include TEC company branding and communications and business development efforts. This position also provides administrative, planning, coordination, and implementation support to the department and other team members. The position reports to a Program Manager.

JOB RESPONSIBILITIES

Responsibilities may include, but are not limited to:

- Provide graphic design support including creating images and designs to convey appropriate messaging selecting colors, images, text styles and layouts, present designs to staff for review and incorporate changes
- Coordinate printing of materials with print vendors
- Update program websites

- Review materials for errors before printing or publishing
- Support video production and editing
- Shoot and edit photos for marketing use
- Provide administrative support and other duties as assigned
- Complete in-house communications and marketing service requests for a variety of different internal programs as scheduled and within clearly defined budget projections
- Meet with in-house program managers/coordinators to assess project needs and follow up with team members to discuss and develop ongoing/completed/future projects
- Research and purchase department materials and new media equipment as needed
- Maintain organization of department expenditures
- Design layouts, proposal templates and other documents as needed using appropriate software
- Coordinate with program vendors and subconsultants as directed for program activities
- Maintain up-to-date technical knowledge of Creative Cloud applications for project efficiency;
- Track incoming website change requests and complete in a timely manner;
- Maintain organization of company collateral (digital and print)
- Strategize and support team to meet program goals and metrics
- Support program enhancement and development of materials as assigned
- Develop and distribute program-wide communications, such as e-newsletters and other outreach materials
- Review project documents for accuracy and provide proofreading, project tracking and file management support
- Provide event coordination support
- Provide administrative support such as tracking billable program hours, scheduling, preparing agendas and note-taking
- Organize and maintain program documents (both soft and hard copy)
- Develop and distribute program communications
- Compile report narratives and gather supporting materials
- Develop a solid comprehension of program components and initiatives
- Maintain positive relationships with stakeholders, such as strategic partners and subcontractors/vendors
- Conduct research as instructed and present findings to internal staff
- Serve as a company-wide resource for TEC.

QUALIFICATIONS - Required
- Bachelor's degree or equivalent
- 3 years of relevant work experience
- Expertise in MS Office Suite
- Graphic Design & Print Skills:
    - Proficient with desktop publishing software
    - Familiarity with industry printing standards (PMS colors, page sizes, etc.)
    - Familiarity with the following programs/applications: Indesign CC, Photoshop CC, Illustrator CC, Acrobat DC, Microsoft Word, Microsoft Powerpoint
- Website Skills:
    - Basic knowledge in HTML, Java, and Python languages
    - Familiarity with the following programs/applications: Online Browsers (CMS), Visual Studio
- Video Skills:
    - Ability to work with video recording equipment (camcorders, audio mics, etc.)

- - Familiarity with video editing and media encoding techniques
  - Proficient in computer animation software
  - Familiarity with the following programs/applications: Premiere Pro CC, After Effects CC, Media Encoder CC, HandBrake
- Photography Skills:
  - Basic knowledge in portrait shooting and lighting equipment
  - Familiarity with the following programs/applications: Photoshop CC
- Creative thinking skills and an eye for design
- Excellent organizational and time management skills
- Ability to prioritize and handle multiple tasks
- Ability to complete assignments in a thorough, accurate and timely manner
- Experience in proofreading, editing and attention to detail and follow-through in tasks that meet contract deliverables
- Excellent oral and written communications skills for reports and business communications - Proficient in English (verbal and written)
- Ability to perform required project tasks independently
- Must be available to work outside of regular business hours when needed, including nights and weekends
- Has a "can-do" attitude, flexibility, and commitment to promoting a positive work environment for all
- Active cell phone plan service

COMPANY EXPECTATIONS
- Ability to work comfortably in a collaborative environment and make high contributions to the team and program in a fast paced environment
- Proactive initiative and excellent problem-solving skills with the ability to identify and define the problem, develop solutions, exercise good judgment and make decisions
- Intrinsic sense of high moral code and ethical conduct, and ability to use discretion with confidential information
- Passion for energy efficiency and environmental conservation
- Strong attention to detail that results in concise, consistent work products
- Familiarity with Microsoft Office 2010 including Excel, Word, and PowerPoint
- Professional appearance and demeanor.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to lift 25 lbs
- Must be able to sit for extended periods of time
- Must be able to stand for extended periods of time
- Must have finger dexterity for typing/using a keyboard.

WORK ENVIRONMENT
This position requires work in normal office conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION

Salary is based on qualifications and experience. TEC offers a competitive benefits package that includes medical, dental and vision insurance; 401(k) retirement plan with partial employer matching; 9/80 work schedule with paid holidays and paid time off.

TO APPLY

To apply for this position, submit your letter of interest, resume, salary requirements, and graphic design samples (fact sheets, flyers, webpages, etc.) to jobs@energycoalition.org with subject line **"Project Coordinator - Communications"**. No phone calls please. Only complete applications will be considered.

To learn more about The Energy Coalition, visit www.energycoalition.org. To learn more about some of TEC's program's visit www.theenergynetwork.com and www.peakstudents.org.

The Energy Coalition is an Equal Opportunity Employer and strives to reflect the diverse community it serves.

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