

# Work Green

## Position Announcement EnAct Program Coordinator

Seeking an energetic, creative, passionate program coordinator to support our EnAct sustainable living outreach program. EnAct is a program of Madison Environmental Group, Inc., an interdisciplinary consulting firm offering services that support sustainable building and operations, reducing environmental impact and increasing competitive advantage. This is a part-time position, 20 hours per week.

Program Coordinator responsibilities:

- Coordinate the overall operations of the EnAct program throughout Dane County.
- Coordinate marketing and promotion, including traditional and social media marketing, and community and public relations.
- Maintain and enhance program website content and features.
- Promote the program by tabling at various community-based events such as the annual Food for Thought Festival. Give formal and informal program presentations for various groups and events such as the Midwest Renewable Energy Association Fair.
- Provide volunteer team orientation, training, and support, attending team kick-off and team closing meetings.
- Coordinate data collection and reporting. Improve survey instrument and access.
- Assist program sponsors in support of the program. Help sponsors leverage their affiliation with the program through co-promotional opportunities.
- Schedule and facilitate quarterly advisory board meetings for sponsors. Create agenda, minutes, and annual program report.
- Supervise EnAct program intern(s).
- Coordinate *EnAct: Steps to Greener Living* book promotion, sales, and fulfillment.

Qualifications:

- Bachelor's degree in a relevant field and a minimum of 3 years relevant work experience including project management.
- Experience in community outreach as well as a strong business sense.
- Exceptional communication skills—listening, speaking, and writing.
- Computer/web savvy. Online media, social networking/web 2.0 experience preferred.

Qualities:

The ideal candidate will be professional, energetic and outgoing, self-motivated and interested in life-long learning. She or he should model sustainable actions and be a proven practitioner of continuous improvement. Must be a flexible, detail-oriented multi-tasker. Hours include evening and weekend events.

Madison Environmental Group, Inc. offers good benefits and the opportunity to work in a green, open, and friendly downtown office setting. We work hard and celebrate often. Qualified candidates may submit a cover letter and resume by 5:00 p.m. CDT on July 6, 2009. Please send via email to [Kathryne Auerback](#), Vice President. Initial telephone interviews will begin the week of July 6, in-person interviews the week of July 13. Anticipated start date in August.