

## **Full-Time Position with Clean Fuels Ohio**

**Title:** Program Coordinator

**Application Deadline:** August 13, 2010

(Candidates will be considered as they apply.)

### ***Overview:***

Clean Fuels Ohio is looking for a talented, enthusiastic, and energetic self-starter and team member to serve as Program Coordinator, supporting the Ohio Green Fleets program, Diesel Cleanup Projects and other programmatic activities. This is an opportunity to be a part of the leading edge of advanced transportation energy solutions, diesel clean-up and more!

### ***About Clean Fuels Ohio:***

Clean Fuels Ohio is a statewide non-profit organization based in Columbus. Our mission is to increase the use of cleaner domestic fuels, vehicles, and energy-saving transportation technologies in order to improve air quality and health, reduce climate change, support Ohio's economy and curb dependence on imported petroleum.

### ***Qualifications:***

Bachelor's degree (minimum) and at least one-year of professional experience. Excellent written and verbal communication skills (both in person and on the phone), organizational and analytical skills, basic research capability, and strong computer software skills. Experience related to transportation energy, clean diesel technology, or grant administration helpful.

### **Responsibilities Include:**

- ***Events:*** Plan and coordinate meetings, workshops and events for our Ohio Green Fleets program. Handle scheduling, event promotion, and logistical details.
- ***Outreach:*** Conduct phone and other outreach to a wide variety of fleet contacts, business and government leaders, experts and associates as part of Ohio Green Fleets and in support of other programmatic activities.
- ***Sub-Grantee Coordination:*** Assist with the successful execution and administration of Clean Fuels Ohio's collaborative grant projects primarily through the coordination and management of sub-grantee relationships. Work with multiple partners across the state to facilitate project completion and integrate grant work with the Ohio Green Fleets program.
- ***Database Management:*** Work with staff to build, maintain and utilize contact database for public and private fleets, policy makers, media, and industry contacts.
- ***Research, Writing and Content Development:*** Conduct research related to advanced transportation energy, efficiency technologies, and green fleet management strategies. Produce written materials, content for web site and possibly other "new media" applications.
- ***Team Contributor:*** Contribute ideas and support as needed as part of a small, non-profit staff.

**Location:** 3400 North High Street, Columbus (corner of N. High and North Broadway)

**Salary:** Salary commensurate with experience (benefits available)

**To Apply:** Send cover letter and resume (email preferred; PDF or MS Word format) to Pete Johnsen, Clean Fuels Ohio, 3400 North High Street, Suite 430, Columbus, OH 43202, [pete@CleanFuelsOhio.org](mailto:pete@CleanFuelsOhio.org),