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Washington
Green Transportation Program
Moving forward with Washington's public fleets

Energy Program Coordinator – Green Transportation Program

APPLY HERE

Link: [WSU Jobs \(myworkdayjobs.com\)](https://www.wsu.edu/jobs/myworkdayjobs.com)

Job requisition id: R-11705

Opportunity Summary:

This is a high-level position for the Green Transportation Program at the WSU Energy Program. This position is very public facing, providing direct education and technical assistance to public fleets on the use of alternative fuels. Key educational tasks include publishing educational materials and website content, as well as hosting virtual and in-person meetings, webinars, and events. Primary technical assistance duties include consulting with program clients, performing techno-economic analyses, presenting findings, and supporting client progress.

The successful candidate will have experience working independently and, in a team, and have experience managing many activities concurrently while meeting project deadlines. Experience providing excellent client service in a fast-paced environment, developing technical reports or program plans, coordinating activities or information are also important

Required Qualifications:

A Bachelor's degree in a relevant discipline and two (2) years of related program experience. A Master's degree in a related energy program field may be substituted for the required experience.

- Experience in developing and implementing programs and managing contracts.
- Intermediate skill level for MS Office applications, including Word, Excel, PowerPoint, Outlook, etc.
- Must have, or able to obtain, a valid driver's license by time of hire.
- Willingness and ability to travel regionally, occasionally overnight.

Preferred Qualifications:

- Functional and technical knowledge and experience in a range of transportation decarbonization, carbon markets, and environmental justice topics.
- Deep knowledge of the wide range of light-, medium-, and heavy-duty electric vehicles, including battery-electric and fuel-cell-electric vehicles.
- Technical expertise with EV charging technologies, including AC Level 2 and DC Fast Charging systems and networks, and an understanding of the steps required to get infrastructure installed. Some knowledge of biofuel and hydrogen fueling systems is also helpful.

- Familiarity with utilities, including investor- and consumer-owned utilities in Washington and the region (see also BPA).
- Some knowledge of renewable energy and distributed energy resources.
- Experience developing and writing funding proposals.
- Knowledge of potential funding sources.

Monthly Salary: \$5,705.16 - \$7,980.01 (see the [full job listing](#) for details)

Benefits: WSU offers a comprehensive benefits package including paid sick and vacation leave; paid holidays; medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. (see the [full job listing](#) for details)

Title: 1326-NN_ADMINPRO - Energy Program Coordinator

Employee Type: Administrative Professional (+) (Fixed Term)

Time Type: 100% Full time

Locations: Hybrid - Office in Olympia, WA, plus remote work

Overtime Eligibility: Not eligible

Position Term: 12 Month, extended annually

WSU lists this as a temporary position expected to end on 6/30/2025. Renewal is dependent on the need for extension and/or if the position funding is secured. *(Please Note: WSU lists all of its Administrative Professional positions this way. We actually have multi-year funding for this position. Many APs have been in this type of year-by-year position for many years now.*

Posting Close Date: Applicants should submit their completed application by May 27, 2024.

Screening will begin immediately. After this date: please send materials directly to jensenj@energy.wsu.edu.

Application Instructions:

Applicants must apply through Workday, [here](#).

Upload your cover letter and resume to your online application.

Applicants are encouraged to upload as a PDF if possible. Applicants will be requested to provide contact information for professional references within the online application.

Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements.

Once your application has been submitted, you will not be able to log back in and upload/ submit any additional documents. Please ensure all required documents are submitted the first time.

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.

Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veteran, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521 (v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.