



## American Wind Wildlife Institute Job Opportunity Program Coordinator

Location: Washington, D.C.

Posted April 30, 2019

Open Until Filled

Full time position

**Position Overview:** The American Wind Wildlife Institute (AWWI) seeks a highly motivated Program Coordinator to support AWWI's work to minimize risk from wind energy to wildlife, in close collaboration with partnering companies and organizations. The position will primarily support AWWI's Director of Programs & Operations, Executive Director, and Outreach Manager with a variety of operational, development, and outreach/communications projects. This is an unparalleled opportunity to work in the dynamic intersection of clean energy and wildlife conservation. This new position will play a key role in supporting AWWI's small but energetic and product-drive team and will provide a unique opportunity to learn about non-profit administration, development, and outreach, and engage with a diversity of stakeholders in the renewable energy and conservation/science communities.

**About AWWI:** AWWI is an independent, nonprofit partnership of leaders in the wind industry, wildlife management agencies, and science and environmental organizations who collaborate on a shared mission: To facilitate timely and responsible development of wind energy while protecting wildlife and wildlife habitat. AWWI works closely with [40 wind industry and conservation partners](#) and many other advisors to build scientific research, strategies and tools, and best practices for environmentally responsible wind energy siting and operations.

**Key Responsibilities:** The Coordinator's responsibilities will include, but are not limited to:

- Development & outreach/communications
  - Supporting key fundraising and outreach activities including researching prospective collaborators, drafting correspondence, planning calls and meetings, and tracking progress
  - Maintaining core communications resources including updating the website, drafting and updating presentations, and updating fact sheets and other printed materials
  - Supporting conferences and meetings including research, preparing materials, and coordinating logistics and travel
  - Supporting release and outreach on results, including proofreading and formatting newsletters and reports
  - Supporting webinars, news articles, and other content development, and tracking news, meetings, and other engagement opportunities
  - Supporting Executive Director travel including research, correspondence, booking, developing itineraries, and scheduling
- Operations & Administration
  - Maintaining Little Green Light, the organizational contacts and fundraising database system, including data entry and task follow-up
  - Maintaining organizational calendars

- Scheduling calls, meetings, and briefings for other staff and supporting logistics for these events
- Filing, mail processing, and providing basic office support
- Supporting other AWWI staff, including Project Managers and senior research staff, with communications and administrative-related tasks as assigned

This position is office-based requiring a high level of proficiency in standard computer applications (e.g. MS Office suite), email, telephone, Skype, Adobe Connect, Google Docs, other online applications, and general office equipment.

**Qualifications:** We are seeking applicants with the following minimum qualifications:

- Bachelor's degree, preferably in a communications or environmental-related field
- Minimum of 1 year of experience in a communications, administrative, or development role
- Strong writing and communications skills, including ability to draft clear and concise business email correspondence; experience in other types of outreach writing is a plus
- Ability to work as part of a small team as well as independently
- Excellent time-management skills, the ability to multitask, take initiative, and use sound judgment
- Meticulous attention to detail
- High level of proficiency in Microsoft Office, particularly Outlook, Word, Excel, and PowerPoint
- Some experience in WordPress, Adobe applications, Microsoft Publisher, and/or other CMSs and design applications
- Experience working with fundraising and/or CRM databases (e.g., Salesforce, Donor Perfect)
- Interest in wind or renewable energy, wildlife ecology, and/or environmental and conservation issues

**Location, Compensation, and Benefits:** The position will be located in Washington, DC. Compensation will be commensurate with an early career non-profit position. AWWI offers a generous, comprehensive benefits package for full-time employees.

**Applications:** Please send a cover letter, a resume, names and contact information for three references, and a short writing sample to [hiring@awwi.org](mailto: hiring@awwi.org). Applications will be accepted until the position is filled. No phone or written inquiries please.

*AWWI is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, religion, gender, color, sexual orientation, age, national origin, disability, veteran status or any other category protected by federal, state, and local laws.*