

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: 02/07/2024**

**CLOSING DATE: 02/21/2024**

**Wabanaki Sustainable Energy Coordinator**

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**JOB STATUS:**

**Title:** Wabanaki Sustainable Energy Coordinator  
**Career Field:** Clerical F  
**Pay Range:** \$22-\$24 per hour  
**Classification:** Non-Exempt Regular, Full-Time Grant Specific, Temporary, 4 years

**LOCATION:**

**Penobscot Nation  
Tribal Administration  
12 Wabanaki Way  
Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**REQUIRED QUALIFICATIONS:** High School Diploma or GED; Experience developing and/or helping implement **sustainable energy** practices within an organization or community, *including one or more of: renewable energy (solar, wind, geothermal, biomass, hydropower), energy efficiency (insulation, air sealing, window inserts, LED lighting, upgraded appliances, heat pumps, electric vehicles), energy audits, and/or energy conservation (reducing driving through improved biking/walking access, behavior changes to reduce electricity and/or heating fuel use)*; Excellent interpersonal, verbal, and written communications skills; Self-direction, organization, motivation, and attention to detail; Strong collaborative project development skills; Proficiency in, knowledge of, or ability/willingness to learn how to use a variety of computer software applications, especially Microsoft Office and Google Suite software; Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines; Very good to excellent spelling, grammar and written communication skills; Valid State of Maine driver’s license with clean driving record - needed for required travel to other Wabanaki communities.

**PREFERRED QUALIFICATIONS:** Associates Degree or higher in engineering, environmental science, finance, business, economics, or a related field from an accredited school; Experience writing and/or managing grants. Indian Preference will be adhered to in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Applications are available at the Human Resources Office located at 12 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).

- Submit completed application package to:

Attn: Penobscot Nation Human Resources  
12 Wabanaki Way  
Indian Island, ME 04468

- For further information, call (P) 817-7312 or (E) [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Wabanaki Sustainable Energy Coordinator

**Department:** Department of Natural Resources

**Reports To:** Director of the Department of Natural Resources

**Rate of Pay/Category:** \$22 - \$24 per hour FT

**Status/Term:** Non-Exempt, Full-time

### ***JOB SUMMARY:***

The Wabanaki Sustainable Energy Coordinator will work in a team investigating and promoting sustainable energy practices within Penobscot Nation, the Passamaquoddy Tribe at Pleasant Point and Indian Township, the Houlton Band of Maliseet Indians, and the Mi'kmaq Nation. The Coordinator will help develop energy conservation, energy efficiency, and renewable energy programs to reduce energy consumption and greenhouse gas emissions. The Coordinator will investigate renewable energy technologies, identify funding opportunities, and co-develop project proposals with a team. They will also assist the Director with budget management, contractor coordination, and ensuring that projects are completed on time.

The Coordinator will work with grant writers to develop and submit grant proposals to support sustainable energy programs in each community. The Coordinator will collaborate with citizen resilience committees to identify priorities and conduct appropriate outreach to ensure sustainable energy programs are citizen-driven and citizen-engaged and aligned with the community's cultural and environmental values. The Coordinator will collaborate with tribal government agencies in the development of sustainable energy programs. The Coordinator will collaborate with University of Maine researchers to help them implement research activities to understand the preferences, barriers, and opportunities for sustainable energy in each community. The Coordinator will co-lead educational workshops about sustainable energy in each community with UMaine researchers and educators. The Coordinator will work with community members to raise awareness about sustainable energy and provide training and support for the use and maintenance of renewable energy systems. The Coordinator may be trained and expected to conduct or oversee energy audits and air sealing on residential and tribal office buildings. The ideal candidate for this position should have a strong understanding of sustainable energy options, a strong willingness to learn, and experience working with indigenous communities. They should be able to work independently and as part of a team, and have excellent communication and project development skills. A degree in engineering, environmental science, business, economics, or a related field is preferred. Grant-writing and/or grant management experience is preferred.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Maintains up-to-date knowledge of energy industry trends and regulations
- Co-develops sustainable energy policies and programs in collaboration with Wabanaki citizen resilience committees and appropriate tribal offices

- Investigates and identifies potential sustainable energy projects to be implemented
- Travels to other Wabanaki communities as necessary to help them implement their sustainable energy programs
- Monitors and evaluates the effectiveness of sustainable energy programs, including conducting or overseeing energy audits to identify opportunities for energy savings
- Educates tribal government staff and Wabanaki community members on sustainable energy practices, including co-developing and co-implementing at least one educational workshop per community per year
- Participates in regular meetings (mostly virtual - i.e., Zoom, but some in-person) with citizens and tribal government staff from multiple Wabanaki communities and with University of Maine researchers
- Serves on the Research Advisory Committee and Wabanaki Team for the collaborative project between multiple Wabanaki communities and the University of Maine titled *“The role of state networks in advancing community-initiated and -engaged sustainable energy action in underserved communities”*, funded by the Environmental Protection Agency (EPA)
- Completes Institutional Review Board (IRB) training through the University of Maine and co-develops research materials and approaches with University of Maine researchers, Wabanaki citizens, and tribal government staff
- Collaborates with grant writers, the University of Maine research team and Wabanaki Team from the EPA-funded project to develop, write, and submit grant proposals to support sustainable energy programs in multiple Wabanaki communities and help manage grant funds from successful grant proposals
- Attends and participates in activities for the Maine Community Resilience Partnership, administered by the State of Maine Governor’s Office of Policy Innovation and the Future
- Performs additional related duties as requested

**KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:** High School Diploma or GED; Experience developing and/or helping implement **sustainable energy** practices within an organization or community, *including one or more of: renewable energy (solar, wind, geothermal, biomass, hydropower), energy efficiency (insulation, air sealing, window inserts, LED lighting, upgraded appliances, heat pumps, electric vehicles), energy audits, and/or energy conservation (reducing driving through improved biking/walking access, behavior changes to reduce electricity and/or heating fuel use)*; Excellent interpersonal, verbal, and written communications skills; Self-direction, organization, motivation, and attention to detail; Strong collaborative project development skills; Proficiency in, knowledge of, or ability/willingness to learn how to use a variety of computer software applications, especially Microsoft Office and Google Suite software; Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines; Very good to excellent spelling, grammar and written communication skills; Valid State of Maine driver’s license with clean driving record - needed for required travel to other Wabanaki communities.

**PREFERRED KNOWLEDGE/SKILLS/EXPERIENCE:** Associates Degree or higher in engineering, environmental science, finance, business, economics, or a related field from an accredited school;

Experience writing and/or managing grants. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

**LICENSES/CERTIFICATES/REGISTRATIONS:** driver's license

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, kneel, bend, crouch, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work is performed most frequently in a busy office setting. A sustainable energy coordinator typically works in an office environment but may also spend time in the field conducting energy audits and helping implement renewable energy projects. The coordinator may work regular business hours but may also be required to work evenings and/or weekends occasionally to attend meetings or events.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***