



We're Hiring!

Seeking Program Coordinator

About the Citizens Utility Board of Minnesota

The Citizens Utility Board of Minnesota (CUB) is the independent advocate for Minnesota utility consumers. CUB works at the Public Utilities Commission, the state legislature, and with Minnesotans around the state to help residential and small business consumers understand their utility bills and options, and to ensure utility service is affordable, reliable, and clean. CUB is a nonprofit organization founded in 2016.

Job description

The Program Coordinator will provide support across CUB's programming. The greatest amount of time will be on outreach and education, to help Minnesota consumers understand their utilities, their bills, and their options for saving money and getting renewable power, including energy efficiency. The Program Coordinator will also support CUB's communications; policy efforts at the Public Utilities Commission, legislature and elsewhere; as well as donor tracking and internal operations.

This is a new position in a growing organization. The position will be flexible to respond to program needs as they arise, and is expected to grow along with CUB.

Duties include but are not limited to:

- Coordinating and staffing outreach programming, including presentations, utility bill clinics, tabling events, and other activities.
 - Coordinating with local partners.
 - Promoting CUB's services in local news, online calendars, and other forums.
 - Managing pre-registration, event set-up and other logistics.
 - Creating and customizing presentations and outreach materials.
 - Providing counseling to consumers at events and representing CUB to the public.
 - Following up with attendees after events.
- Carrying out online communications.
 - Maintaining and update CUB website, authoring blogs, and creating event webpages.
 - Creating and sending CUB email newsletter.
- Managing CUB's contact management system.
 - Helping to set up CUB's new database.
 - Entering data and maintaining the database.
 - Preparing and sending thank you notes and other donor communications.
- Researching policy issues and supporting CUB's consumer advocacy at the legislature, Public Utilities Commission, and other policy forums.
- Creating staff manuals for the website, database, events and other procedures.

Qualifications

- Excellent verbal and written communications skills.
- Skills in in-depth policy research.
- Professionalism and ability to represent CUB in public forums.

- Self-directed, with flexibility to thrive in a collaborative team environment.
- Ability to connect with a wide range of people.
- 1-3 years of experience with similar responsibilities.
- Excellent computer skills, including Microsoft Office programs.
- Ability to travel around Minnesota, valid driver's license, and reliable vehicle.

Candidates who have outreach, database, website, and/or communications experience will earn distinction. Individuals from communities traditionally underrepresented in utility issues are strongly encouraged to apply.

This is a full-time, salaried position with benefits. Salary range is \$36,000-\$44,000 depending on qualifications. Evenings and some weekends required. The position will be based in CUB's downtown St. Paul office.

To apply

Send a resume and cover letter by June 11 to:

Carmen Carruthers
Outreach Director, Citizens Utility Board of Minnesota
carmenc@cupminnesota.org