



Job Description – Education Manager

Reports to: Executive Director

Status: Full Time, 1 year contract with extension possible (subject to continuation of funding)

Salary: Starts at \$50,000 per year, commensurate with experience

Location: Flexible within Alabama. Birmingham or Tuscaloosa preferred.

Energy Alabama is seeking a knowledgeable and passionate clean energy champion to join the team as the Education Manager. As Education Manager, you will be instrumental in leading the success of the organization. You will work with Energy Alabama staff, board members, and members to accelerate Alabama's transition to sustainable energy.

Energy Alabama was founded in 2014 and is poised for significant growth over the next three to five years. This position will help shepherd Energy Alabama's educational programming and growth.

The Position:

Reporting to the Executive Director, the Education Manager is responsible for supporting Energy Alabama's overall education programming. As an early-stage non-profit, the focus of this position from the outset will be providing formal education in established Kindergarten through 12th grade settings as well as informal education for general public audiences. Historically, most of our formal education has occurred in the 9th to 12th grades and we expect this trend to largely hold for the foreseeable future.

Education duties include overseeing Energy Alabama's existing education programs, such as Energy in Action, delivering educational content in schools, providing professional development programs and resources to teachers and other professionals, and conducting educational programming with the general public, such as seminars, workshops, events, and other activities. The Education Manager may also be asked to create new education materials and recommend revisions to Energy Alabama's existing programs and materials.



Energy in Action is a structured program for grades 9-12 that prepares high school students for a career or further education in energy management. The program is expanding to the greater Tuscaloosa area starting in the Fall 2022. Based on the existing Huntsville area program, the Education Manager will launch the Tuscaloosa area program with five in-class sessions and three field trips with our partners at the University of Alabama. The Education Manager will train college student mentors to lead the in-class sessions at two or more high schools located in Tuscaloosa, Greene, and/or Jefferson counties (more to be determined later).

Although not an exact breakdown, we expect that at the outset this position will entail: 60%-70% formal education, 30%-40% informal education.

The ideal candidate will be an outstanding educational professional who is able to effectively convey the mission and programmatic efforts of Energy Alabama to diverse audiences from school age children to members of Energy Alabama, and professionals engaged (or working) in the built environment industry sectors.

Responsibilities:

- Develop strategies for, and oversee the implementation of, Energy Alabama's education efforts
- Act as point person for Energy Alabama's Energy in Action program, with training and support from other team members
- Plan, organize, implement, and supervise the day-to-day operations, processes and procedures, for current and future education events.
- Create new, and update existing, lesson plans, education curricula, and other materials on clean energy



- Monitor and assess the success of new and existing teaching methods using specific learning outcomes. Using assessment data that you (or classroom teachers) will collect, evaluate whether the intended learning outcomes are being achieved and, in consultation with other Energy Alabama team members, design and implement updates to program materials and instructional methods as appropriate
- Ensure timely, accurate data collection, measurement, analysis, and reporting
- Conduct outreach to new schools (public and private), school systems, home school curriculum providers and other groups to deliver educational material
- Maintain knowledge of current educational standards of the State of Alabama and any changes that may be implemented at the State level from time to time.
- Assist with marketing and fundraising related to educational efforts of the organization and its partners

About You:

- At least three years of education and/or experience in teaching or instructing on scientific and/or technical topics with a preference for clean energy
 - An education degree or a technical degree is preferred but not required
- Proficient with social media, Google Workspace (formerly known as G-Suite), Microsoft Office applications including Word, Excel and PowerPoint, and other publishing software
- Passion for sustainable energy
- Desire to build strong relationships in the community
- Willing to work some evenings and/or weekends when needed to deliver programming
 - Energy Alabama will always work with you to flex your schedule to accommodate
- Strong written and verbal communication skills
- Self-starter
- Highly organized and conscientious
- Ability to take initiative and work effectively both independently and as part of a team
- Naturally curious, outgoing, and resourceful



Compensation and Benefits:

- This is a full-time one-year contract position for 40 hours per week
- Compensation is expected to start around \$50,000 per year, based on qualifications
- \$75 per month phone stipend
- Energy Alabama offers a stipend to defray insurance costs
- Extremely generous vacation policy
- Except as described in this section, Energy Alabama does not currently offer other fringe benefits.

About Us:

Energy Alabama is a non-profit organization advancing Alabama's transition to clean energy through education and advocacy. We accomplish our mission by educating at all levels, informing smart energy policy, building the next generation workforce, and providing technical assistance to deploy more sustainable energy. We believe in 100% sustainable energy for all.

Our Work Environment:

We are a passionate, driven, and fun group that is casual and light, but at all times the team is very much focused and committed to working hard in the name of sustainable energy. Energy Alabama is a place for dedicated dreamers who are ready to change the face of our community. Our team knows our work is hard but relishes the challenge and remains upbeat and positive.

Energy Alabama is an equal opportunity employer. We do not discriminate on the basis of race, color, national or ethnic origin, religion, disability, genetic information, age, veteran status, sex, sexual orientation, gender identity or expression, or marital status. Black, Indigenous, and people of color; women; LGBTQ+ people; and members of other historically disenfranchised populations are strongly encouraged to apply.



To Apply:

To apply for the position, please submit an application (including resume and cover letter) via email to admin@alcse.org. We will update you on the status of your application as soon as we can.

The requirements listed in our job descriptions are guidelines, not rules, and if you have most of the qualifications listed, we encourage you to apply! Experience can refer to paid and unpaid work. Applying gives you an opportunity to be considered.

We are happy to answer any questions you might have at admin@alcse.org.