

Empower Chattanooga Outreach Coordinator | green|spaces

Empower Chattanooga is green|spaces' low income energy education and outreach program. Empower teaches residents of East Chattanooga, Highland Park, East Lake, and Alton Park low cost and no cost ways to reduce their utility bill through free basic energy workshops. We use a wide array of partnerships and outreach to promote workshop attendance and build relationships in the communities we work within. We cultivate and encourage resident engagement and leadership to best leverage all available resources and programming available to Chattanooga's low to moderate income neighborhoods.

The Empower Outreach Coordinator works alongside the Empower Program Director to schedule and coordinate basic energy workshops, implement workshop outreach strategy, maintain partnership relationships, and oversee community action and advisory groups. The Outreach Coordinator position will ensure outreach efforts and implementation utilize the Build It Green workforce development program as well as help lead community engagement work of the BIG program.

Responsibilities

- Schedule, coordinate, and teach basic energy workshops
- Recruit and train volunteers to lead basic energy workshops
- Implement outreach strategies to encourage workshop participation across Empower footprint
- Host and lead Empower community events
- Recruit and lead Alton Park's community action and advisory group
- Create and maintain relevant community partnerships
- Increase number of partner agencies including churches, non-profits and city programs
- Coordinate community engagement curriculum and activities for Build it Green
- Represent Empower at relevant community meetings and neighborhood engagements
- Maintain accurate records of workshop attendees and outcomes
- Update social media accounts, text message programs & website
- Ensure partner agencies have collateral to provide to clients

Qualifications

- Previous Community Outreach or Organizing Experience
- Passion for Helping Others
- Strong Communications Skills
- Ability to Work Independently

Job Details

The Outreach Coordinator is a part time, salary position.

Start date: Immediate, upon your availability

Salary: \$20,000 per year

Hours of work: 25 hours per week – flexible schedule, including night & weekend work

Reports to Empower Program Director

