

# **Hoodini Solar Project Community Outreach Coordinator - Job Description**

Active- September 2023

Position Classification: Part-time, Hourly, Non-Exempt  
Position Reports To: Community Outreach Coordinator  
Compensation: \$20-\$28/ hour  
Date Created: September 2023

## **Position Summary**

The Community Outreach Coordinator for the Hoodini Solar Project will represent the Hoodini Solar Project, will communicate with Yuma County residents, and maintain contact with stakeholders regarding the goals and benefits of the Hoodini Solar Project. The Community Outreach Coordinator will also organize events and activities, with the goal of educating the community about the Project, including its goals, benefits, and plans.

## **Responsibilities**

Duties may include but are not limited to the following:

- Network with Yuma County residents and community stakeholders to raise awareness for the Hoodini Solar Project.
- Explain key facts and figures related to the Hoodini Solar Project, including but not limited to; number of jobs created, total revenues generated for Yuma County, number of local partnerships created (i.e., public schools, environmental / wildlife organizations, etc.) and other information provided by the Hoodini Solar Project team.
- Organize and host meetings / mini town halls with Yuma County residents to educate attendees about the Hoodini Solar Project.
- Connect interested community members with Hoodini Solar Project team.
- Refer individuals with detailed questions to Hoodini Solar Project team.
- Secure demonstrations of support for the Hoodini Solar Project from individual Yuma County residents through various pathways, including but not limited to; signing online petition, writing letter to Yuma County Board of Supervisors, and attending Yuma County meetings to speak in support of the Project.
- Support formal Open Houses for the Hoodini Solar Project, as organized by the Project team and by Eolus North America, by performing duties like the following:
  - o Prepare and print educational materials,
  - o Prepare booths,
  - o Arrive early to events and oversee setup,
  - o Stay after event attendees leave and oversee breakdown & clean up,
  - o Make and pickup food orders, supplies, and all other items needed for a successful Open House,
  - o Create and distribute invitations, and
  - o Secure attendees.

- Responsible for regular progress and budget reporting including written and oral status updates as required to various stakeholders.
- Participate in regular team meetings over phone, video conference or in person.
- Promote incident and injury free workplace through strict adherence to health and safety.
- Other duties as assigned by supervisor.

## **Qualifications, Education and Experience**

- A minimum of bachelor's degree in a business or technical discipline or equivalent experience in a related field.
  - Familiarity with solar energy projects and strong willingness to learn more.
  - In-depth knowledge of Yuma County.
- Keen understanding of how different parts of Yuma County are socially connected.
- Self-motivated with a high level of initiative and accountability.
- Organized, diligent, and able to track and manage multiple streams of information on an ongoing basis.
- Ownership of workflows to meet deadlines and budgets.
- Excellent written and oral communication and organizational skills.
- Strong cross-cultural relationship building and influencing at all organizational levels.
- Flexible and cooperative with a well-developed team spirit.
- Current driver's license and ability to travel is required. Maintain legally required insurance.
- Good computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed while visiting various locations in Yuma County (i.e., schools, libraries, private residences, local businesses, etc.).
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch, and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.