

Program Specialist - Remote

About The Electrification Coalition

The [Electrification Coalition \(EC\)](#) is a national, nonpartisan not-for-profit organization committed to promoting policies and actions that facilitate the accelerated deployment of electric vehicles (EVs) on a mass scale. For more than 10 years, the EC and its sister organization, Securing America's Future Energy (SAFE), have sought to reduce our nation's dependence on oil – which is currently responsible for powering 92 percent of our transportation system.

The last two years have been an exciting time for the EC, as we have created and contributed to some of the most innovative public-private partnerships in transportation electrification, including our work on behalf of the [American Cities Climate Challenge](#), the award-winning [Climate Mayors EV Purchasing Collaborative](#), the [Smart City Challenge](#) and numerous other initiatives. The EC also leads and supports a broad suite of policies and initiatives at the federal, state, and local levels that are contributing to the accelerated electrification of the transportation and mobility sector.

The Opportunity

The Program Specialist will join a team of EV experts who support public and private fleets with electrification. This position will provide technical guidance on charging infrastructure, fleet analysis, and transition planning.

Key Responsibilities

- **Utilize** EC tools and resources, including: the Dashboard for Rapid Vehicle Electrification (DRVE Tool), EV Purchasing Collaborative, City Federal Funding Guide, and other go-to resources in our deep technical support of municipalities.
- **Collaborate with** all-star public and private partners to support the transition to electric in fleets and across communities.
- **Support cities by** ensuring that the public agencies are getting needed resources to successfully incorporate EVs into their fleets.
- **Build and strengthen** the EC's and your own relationship with fleets across the country.
- **Developing** communications materials to foster broad city and other sub-national partner engagement.
- **Use your excellent communications skills** to liaise directly with fleets.
- **Use your keen attention to detail** and organizational skills to facilitate project reporting and tracking. This will include working with project management and customer relationship management databases.
- **Be social!** Help develop outreach and conference activities to communicate program impacts.

Professional Skills and Qualifications

KNOWLEDGE & EXPERIENCE:

- Education in or professional knowledge of domestic energy policy, transportation, or technology policy.

- Comfortable communicating to a wide variety of audience, conversive on nuanced details.
- Professional experience (1-3 years) involving research, analysis, and writing on issues in energy and transportation.
- Experience working with public and/or private fleets.
- Experience working with policymakers, including government officials, military officers, and business leaders.
- Background in developing and launching educational resources and tools, especially those designed for large audience education.

SKILLS & ABILITIES:

- Strong mathematical and analytical skills. Experience with data visualization skills preferred.
- Comfortable on tool and resource prototyping.
- Demonstrated research skills incorporating a variety of sources and databases, with preference for experience using energy, emissions, and transportation data.
- High computer proficiency, including but not limited to a good command of the Microsoft Office Suite (including a skilled knowledge of Excel and SharePoint).
- Project Management software, such as Monday.com.
- A proven ability to work both as a member of a team on collaborative projects and as an independent technical thinker.
- A clear interest in the mission of the EC.
- The ability to produce consistent, quality work in a fast-paced environment.
- An adaptable and enthusiastic nature to changing priorities with ability to meet challenging deadlines.
- Strong organizational and time management skills, with exceptional attention to detail.
- Excellent verbal and written communication skills.

This position is remote with occasional travel, and ideal locations will be considered across the US.

COMPENSATION:

The salary range for this position has been set at \$50,000-65,000. Actual salaries will vary based on various factors including but not limited to experience, education, skills and other job-related factors. Compensation is commensurate with experience. The range listed is just one component of The Electrification Coalition’s total compensation package for employees which includes a full and competitive benefits package.

APPLICATION PROCESS:

To apply, please submit your letter of interest and resume, to Annie Freyschlag, Consultant, Afrey Schlag@electrificationcoalition.org.

The Electrification Coalition is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.