

March 5, 2024

Willmar Municipal Utilities

Outreach Coordinator

Salary range DOE: \$32.90-\$41.13/hr.

Willmar Municipal Utilities is seeking an organized, outgoing individual for the full-time position as Outreach Coordinator. The successful candidate will coordinate the promotion and implementation of WMU energy conservation programs, serve as Safety Officer, market WMU brand for the organization and work closely with customer service as needed.

The successful candidate will coordinate Bright Energy Solutions energy efficiency program, work with WMU Key Accounts, oversee the WMU social media platforms and assist in customer service. Strong communications skills, both written and verbal is required. The successful candidate will represent WMU and be active in local civic and service organizations.

Minimum Qualifications:

Associate degree with preferably five years of combined experience in the areas of public communications, business marketing/management, energy efficiency or safety: or

Graduate from an accredited four-year college or university and professional experience in public communications, business management, energy efficiency, safety, or a closely related field and preferably three years of experience.

Apply:

All applicants are required to submit an application, cover letter and resume. USPS mail, send to Director of Administration, Willmar Municipal Utilities, PO Box 937, Willmar, MN 56201 or email humanresources@wmu.willmar.mn.us.

For more information and application, visit www.wmu.willmar.mn.us or email questions to humanresources@wmu.willmar.mn.us.

Application Deadline: 4:00 p.m. March 18, 2024

OUTREACH COORDINATOR

Energy, Safety, Marketing

Willmar Municipal Utilities

Position Title: Outreach Coordinator

Department: Energy Services

Immediate Supervisor's Title: Director of Administration

License Required:

- Minnesota Class D Driver's License

Primary Scope:

- Coordinates and promotes energy programs
- Public relations outreach
- Manages Safety Program and serves as the Safety Officer for the organization
- Performs professional and administrative responsibilities

Secondary Scope:

- Performs other duties as assigned by the supervisor or as apparent

Organizational Relationships:

- All WMU Staff
- Energy outreach, public communications and safety organizations and professionals
- Local civic and service organizations, schools
- WMU Key Account and rebate customers
- Governmental Agencies (local, state and federal)

Essential Duties and Responsibilities:

Energy Program Outreach

- Interacts with Customers and assists with recommendations on conservation, load control and energy efficient programs
- Oversee WMU Energy Rebate Program with Bright Energy Solutions in coordination with MRES and maximize cost share programs.
- Annual audit of all demand energy accounts monitoring rate class and energy conservation recommendations
- Prepares required energy related reports for the Municipal Utilities Commission and governmental agencies
- WMU's Key Account Program building business relationships with onsite visits to promote WMU's brand and mission

Public Relations

- Creates, maintains and monitors communication media (website/social media accounts/newsletter/billing inserts)for the public, promoting WMU's brand and mission
- Coordinates and organizes WMU's promotional events with local organizations
- Work closely with local schools and oversee the WMU scholarship program

Safety Outreach

- Coordinates all aspects of the safety program for WMU
- Instrumental in negotiating safety training contract, content and schedule with outside services
- Creates and presents additional and occasional safety training to staff as needed
- Maintains and updates all safety files, records and policies as required
- Conducts post-accident investigations and prepares reports for management
- Coordinates, schedules and leads monthly safety training and Safety Committee meetings

Other Duties and Responsibilities

- Assists Customer Service Representatives as needed
- Assists all staff in development of all types of correspondence, reports and presentations

Knowledge, Skills & Abilities

- Strong communication skills (verbal, written and presentation)
- Self-motivated and organized to work independently, take initiative and handle a variety of activities concurrently
- Demonstrated competencies in sound judgment, decision making, problem solving, and critical thinking to prioritize activities, meet deadlines and manage multiple tasks
- Strong analytical, organizational and customer management skills
- Ability to effectively plan, direct, organize and administer diverse activities to ensure effective delivery of outreach programs
- Prepare and maintain accurate documentation for all areas of responsibility
- Ability to work in cross departmental teams
- Understand and implement OSHA and General Industry Safety regulations
- Proficient in Microsoft Office Suite
- Proficient in social media platforms, marketing software and/or techniques

Qualifications

- Associate's degree with preferably five years of experience in a combination in the areas of public communications, business marketing/management, energy efficiency or safety; or
- Graduate from an accredited four-year college or university and professional experience in public communications, business marketing/management, energy efficiency, safety, or a closely related field and preferably three years of experience

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

Employee

Date