



JOB DESCRIPTION

Title: Buildings UP Coordinator for the Buildings UP Program

Reports To: Jamie Hansen, Principal Consultant at Information Insights

FLSA Status: Exempt

Position Summary

The Buildings UP Team is seeking to hire a Coordinator that will assist with internal team logistics and coordination, development of a pilot program, communication and outreach, and overall evolution of the Buildings UP project in Interior Alaska and beyond. The Coordinator will work closely with the Buildings UP Team and partners. The Coordinator will be an employee of Information Insights, Inc., a member of the Buildings UP Team, and will report to the firm's Principal Consultant. Other Team members will act as advisors and mentors for the Coordinator.

About Buildings UP

[Solarize Fairbanks](#) is a community campaign coordinated by several local nonprofits and businesses and is made possible through community leadership. Since its kickoff in 2019, the Solarize Fairbanks Campaign helped to reduce barriers to installing over a megawatt of solar PV on homes, businesses, and nonprofits in Interior Alaska. In 2022, the National Renewable Energy Lab (NREL) began working with the Solarize Fairbanks team to add an energy efficiency component to campaigns. The [Solarize BRITE \(Building Resilience in the InTErior\) project](#) deployed an energy upgrade campaign for nonprofits in Fairbanks to receive energy audits, technical assistance, and fundraising support for retrofit installations.

In fall 2023, the Solarize Fairbanks team received a [US Department of Energy Buildings Upgrade \(Buildings UP\) prize](#) for our Equity-Centered Pathway concept submission, *Solarize BRITE: Building Resilience in Alaska*, a program to increase access to affordable energy upgrades for low-income housing & nonprofits in Alaska on the frontline of climate change. Now, in Phase 2 of Buildings UP, we are developing an Implementation Plan to bring our concept to fruition in Interior Alaska and beyond.

The Buildings UP Team includes representatives from [The Alaska Center](#), [Alaska Center for Energy and Power](#), [Fairbanks Climate Action Coalition](#), [Information Insights](#), [North Star Community Foundation](#), and University of Alaska Fairbanks-[Bristol Bay Campus Sustainable Energy Program](#).

This position is funded through the Buildings Upgrade Challenge Prize for one year. If future phases are awarded to the Team through the competition, this position would continue. When funding through this Prize ends, there is potential for employment with Information Insights or with another Team organization.

About Information Insights

Information Insights provides research-based consulting, planning, and business services to clients throughout rural and urban Alaska and occasionally beyond. We have over 27 years of experience expanding our clients' capacity to fulfill their objectives through custom research and impartial analysis,

strategic and business planning, public outreach and engagement, facilitation services, and administrative and program support. Our clients are municipalities, tribes, state and federal agencies, nonprofit organizations, and businesses of all sizes.

We believe the best solutions emerge when people are brought together with common goals and clarity, especially in a world that is always changing.

Our approach matches best practices and depth of knowledge with creativity and vision to develop the best solutions for our clients. We assemble a custom team for each project and tailor the process to fit the project scope. We frequently collaborate with a range of professional partners who are experts in their fields to bring in additional expertise when it benefits the project.

We seek to bring people together to identify concerns, articulate shared values, and work toward achievable solutions. Our team includes individuals with academic and professional backgrounds in applied economics, business planning, organizational development, nonprofit administration and accounting, and grant management.

General Responsibilities

Buildings UP Team Logistics and Coordination

- Communicate regularly with the Buildings UP Team on timelines and activities through weekly updates
- Collaboratively schedule and facilitate meetings with the Buildings UP Team and partners
- Monitor and track Buildings UP Community Site, program communications, and resources
- Track program status, updates, and needs; report back to the Buildings UP Team
- Serve as the Team's liaison with regional and national project partners who are assisting with grant implementation

Community Engagement and Outreach

- Build relationships with Interior community members and leaders to support Buildings UP Program development
- Schedule and co-facilitate meetings with community stakeholders
- Assist with outreach and communication using a suite of platforms
- Help the Team develop and evolve the mission, principles, and direction of Buildings UP in Interior Alaska

Business Support and Development

- Participate in project proposals
- Participate in Information Insights' internal growth/development processes (strategic planning, workplace culture, diversity/equity/inclusion/justice)
- Support outcomes as identified/needed from internal company growth/development processes

Professional Qualifications

The following are required:

- Demonstrated ability to manage multiple projects and respond quickly to emerging opportunities

- Skilled in program coordination and management amongst collaborative teams
- Demonstrated commitment to professional and respectful workplace collaboration
- Strong written and verbal communication skills
- Excellent organization, time-management, and planning skills
- Proactive approach to problem-solving, with a focus on learning and finding solutions
- Ability to work independently but request support and guidance when needed
- Commitment to professional development and growth
- Willingness to be flexible and adaptable to changing circumstances of an evolving program and a Team comprised of dynamic organizations
- Familiarity with Microsoft Office applications, especially Word and Excel; Google applications, especially Docs, Sheets, and Google Shared Drives
- Familiarity with or ability to learn social media/email platforms (Facebook Meta Business Suite, Survey Monkey, Mailchimp, Zoom, Canva, etc.)
- High School diploma or GED diploma or higher

The following are preferred:

- Experience with grassroots organizing and/or clean energy initiatives in Alaska
- Proficient with Microsoft Office and Google applications and Google shared drives
- Proficient with social media/email platforms (Facebook Meta Business Suite, Survey Monkey, Mailchimp, Zoom, Canva, etc.)
- Experience with coordinating and facilitating meetings and events
- Communications experience (website, graphic design, marketing)
- Familiarity with Alaska's unique work and cultural environments and ability to meaningfully engage with Alaskans from diverse backgrounds
- Passion for community engagement, clean energy, energy efficiency, and energy justice and democracy

Additional Job Information

Employees must also possess the following abilities:

- Ability to adhere to safety rules and other reasonable regulations pertaining to the position
- Ability to refrain from violence
- Ability to work in cooperation with other workers within the company

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with their hands and arms and lift items weighing up to 20 lbs. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The mental demands of this position require the employee to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. Requires interaction and communication with survey or focus group participants, meeting participants during facilitation projects, grant recipients, and clients. This position includes the need to regularly learn new process tools and software/applications to complete project work, and requires employees to absorb large amounts of information at the outset of a project.

Information Insights is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical and mental disabilities.

Work Environment

This position is performed in a dynamic, small office setting with an open layout. Remote work is supported but not required. We require staff to work at least partially in the office to promote collaboration and company culture; but this schedule and frequency can be negotiated on an individual basis. Out of state employment is rare and considered on a case by case basis. During the Covid-19 pandemic, all federal and state guidelines are being adhered to.

The Buildings UP Team and Partners are committed to centering and working with Black, Indigenous, and People of Color, Working-Class and Low-Income people, Women, LGBTQ people, and Disabled people. We recognize the consistent discrimination of those communities, and strive to both combat and directly support those voices, expertise, and paths of leadership in the Environmental and Clean Energy fields and industries. We strongly encourage people of these identities, or who are members of other communities marginalized to apply.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The scope of the job may change as necessitated by business demands.

Information Insights is an Equal Opportunity Employer.

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vision + creativity = solutions