

## **JOB DESCRIPTION Beneficial Electrification Analyst**

### *Non-Exempt*

#### **Part 1: Position Summary**

Assists in the project management and execution of BEL strategic initiatives. Coordinates and supports the development of key tasks and activities, such as the quarterly newsletter, website, social media, and contact lists. Supports BEL operations as needed, including supporting event logistics, marketing, and outreach. Takes on project work, such as writing project research briefs, supporting project activities, and hosting working group calls.

#### **Part 2: Duties and Responsibilities**

- Assists with the development, processing, and dissemination of various documents including correspondence, reports, and leading practices.
- Coordinates and releases social media, newsletters, website updates, and tracks related files.
- Assists with coordination of beneficial electrification state events, BEL webinars, and other meetings throughout the year, including the advisory committee and board meetings.
- Assists in maintaining BEL list serves, committee lists, and contact lists.
- Sends out list serve messages from staff, and reviews before sending.
- Performs research on issues of interest for BEL sponsors and staff as assigned.
- Assists with special projects.
- Assists in development and implementation of sessions or guest presentations for BEL committees and events.
- Working with BEL staff, inputs person, utility, event, and sponsor data into BEL systems.
- Assists BEL staff in scheduling significant meetings when necessary.
- Monitors press and provides relevant stories to staff internally.
- Other duties as assigned.

#### **Part 3: Qualifications**

- Degree from 4-year college or university.
- One to three years of experience in area of mid-level program support.
- Ability to follow verbal or written instructions and work independently to carry out assigned duties.
- Courtesy in dealing with co-workers, the public, and members, funders, and sponsors.
- Ability to organize and handle a variety of tasks.
- Ability to use Microsoft Office suite and other online work-related software.
- Accuracy and strong attention to detail.
- Knowledge of grammar, spelling and punctuation, and overall writing skills.
- General knowledge and practical experience in office and professional occupation-related tasks.
- Knowledge of the electric sector.
- Interest in beneficial electrification strongly desired.
- Ability to travel to work at BEL meetings, both in and out of town.
- Ability to work remotely and maintain a professional environment with consistent daytime hours.