Program & Information Analyst
Windustry

BACKGROUND:
Windustry's mission is to promote sustainable energy solutions and empower communities to develop and own clean energy assets. As an independent voice and resource acting in support of communities, we work—through education, outreach, and advocacy—to advance broad community commitment to renewable energy.
Learn more at www.Windustry.org.

This is a part-time position (20-25 hours per week).

RESPONSIBILITIES:

Website Administration
- Maintain functionality of primary websites using a proprietary content management system (NationBuilder)
- Maintain functionality of digital library website using an open source content management system (Omeka)
- Regularly publish new content on websites and social media

Information Management
- Manage organization of digital assets (e.g., images, datasets, reports)
- Maintain contacts database (NationBuilder)
- Manage staff and organization accounts (e.g., apps for Google, social media, networking groups, tech services)
- Coordinate online meetings and webinars (AdobeConnect)

Program Materials & Digital Content
- Develop or update public content (e.g., fact sheets, web exhibits, newsletters)
- Edit written materials (e.g., grant proposals, press releases, information sheets)
- Create and edit graphics (e.g., maps, charts, photos)
- Create technical documentation of projects and workflows
- Collaboratively develop program strategies and metrics
- Assist in writing and issuing periodic reports to funding agencies

General
- Assist Executive Director and other staff on special initiatives

- Develop and maintain current knowledge of wind energy issues, including incentives, economic & environmental benefits, policies, and capacities
- Participate in planning and execution of major Windustry efforts (e.g., State Fair exhibits, conference presentations, webinars)

QUALIFICATIONS:
Candidates should have 3-5 years of relevant professional experience or education.

Qualified candidates must have a strong interest in clean energy and environmental issues and a demonstrated ability for website development and maintenance. We're looking for a goal-driven and results-oriented individual with:
- Excellent analytical and communications (both written and oral) skills
- Ability to write persuasively
- Experience creating pieces of communication (including newsletters, poster designs, graphic elements for presentations), using Adobe InDesign/Illustrator (preferred) or Microsoft Publisher
- Strong organization and project management skills
- Ability to work both independently and as part of a small team
- Enthusiasm for the work

ADDITIONAL INFO:
This position is 20-25 hours per week. The ideal candidate can apply as a Windustry employee or a contractor.

Compensation for this position is commensurate with relevant professional qualifications and experience.

OTHER:
We offer a friendly, casual work environment. We are located close to several bus lines—one block north of Franklin Avenue and one block west of LaSalle/Blaisdell Avenue in Minneapolis.

Windustry is an equal opportunity employer. It is our policy to hire without discrimination based on race, creed, religion, sex, color, national origin, sexual orientation, ancestry, familial status, age, disability, marital status, veteran status or status with regard to public assistance.

HOW TO APPLY:
Applications will be accepted until Monday, October 10, 2016. Send cover letter and resume to lisadaniels@windustry.org with "Program and Information Analyst Applicant" as the subject line.

Updated: September 2016