

Job Title: Energy Coordinator

Department: Pawnee Nation Housing Authority

Position Type: Part-time (0.5 FTE - 20 Hours per week)

Contract Duration: 2 years

Base Wage: \$25+ per hour – based on experience

Location: Pawnee Nation Housing Authority

Job Summary:

The Energy Coordinator will play a pivotal role in the implementation of the Rural Energy Pilot Program (REPP) awarded by the USDA to the Pawnee Nation of Oklahoma. This program aims to establish a sustainable, community-focused renewable energy system, foster educational initiatives, and promote environmental and socioeconomic equity. The Energy Coordinator will collaborate with various stakeholders, tribal organizations, vendors, and community members, to ensure the successful execution of the project goals.

Key Responsibilities:

- ✧ **Project Management:** Assist in the coordination and oversight of all project phases, ensuring adherence to timelines and budget constraints.
- ✧ **Stakeholder Engagement:** Establish and maintain effective communication channels with project partners, including Oklahoma University, tribal entities, and vendors.
- ✧ **Resource Planning:** Collaborate with project leaders to identify and allocate resources required for each project phase.
- ✧ **Community Outreach & Education:** Organize and facilitate educational meetings and workshops within the Pawnee Nation community, focusing on climate change, renewable energy transition, and energy conservation.
- ✧ **Job Training:** Develop and implement job training programs related to renewable energy and certification courses for tribal members, fostering local knowledge and generating job opportunities.
- ✧ **Data Collection and Reporting:** Work with institutional partners, such as the University of Oklahoma, to collect, analyze, and report data on the Distributed Energy Resources System (Solar, Geothermal, Battery, Sensors) throughout the project's duration.
- ✧ **Weatherization Planning:** Oversee the deployment of environmental sensors to collect data on energy consumption and habits, contributing to weatherization planning efforts.
- ✧ **Cooperative Business Modeling:** Collaborate with community members and stakeholders to establish cooperative-based models for securing community benefits and ensuring long-term financial sustainability.



Food Security Initiatives: Support the integration of geothermal technology to power greenhouse operations aimed at enhancing food security within the community.

Qualifications:



Bachelor's degree in a relevant field (e.g., Renewable Energy, Environmental Science, Sustainability) or equivalent experience.



Experience in project management and coordination.



Knowledge of renewable energy systems, climate change, and sustainability practices.



Strong interpersonal and communication skills for effective stakeholder engagement.



Data collection and analysis skills, with the ability to report findings.



Commitment to environmental justice, equity, and community engagement.



Ability to work collaboratively in a diverse and multicultural environment.



Familiarity with tribal organizations and tribal community dynamics is a plus.



Valid driver's license and reliable transportation.

Application Process:

Interested candidates should submit an application, resume, and a cover letter outlining their qualifications and motivation for applying to the Energy Coordinator position. Please send your application materials to pawneenationha@sbcglobal.net by August 29th by 4 pm.

The Pawnee Nation Housing Authority is an equal opportunity employer, and we encourage applications from candidates of all backgrounds and experiences. We look forward to welcoming a passionate and dedicated Energy Coordinator to our team to help drive the success of the Rural Energy Pilot Program and promote sustainability within our community.