

## **Job Announcement – Operations Director**

**Description:** The Southwest Energy Efficiency Project (SWEET) is seeking a talented individual to work as Operations Director in our main office in Boulder, CO. The responsibilities for this position include:

- help organize workshops and other events, including SWEET's annual Regional Energy Efficiency Workshop;
- compile information and manage content for the SWEET web site;
- IT responsibilities: procure and setup computers, software and other information technology for the organization, interact with website host;
- HR responsibilities: administrative tasks related to hiring and on-boarding new employees, managing insurance policies, etc.;
- assist with preparation of SWEET studies, reports, legislation and testimony, including responsibility for editing and producing final drafts for publication;
- assist with outreach and communications efforts; and
- assist with other administrative functions in the SWEET office.

**Qualifications:** Applicants should have some experience in performing most if not all the activities described above. Bachelors degree plus four years experience at a minimum. Strong communications and computer skills. Ability and desire to “multi-task”, and willingness to perform some administrative work. Experience working on energy efficiency issues is a plus, as is experience working in non-profit organizations. Last but not least, a personal commitment to a cleaner environment and more sustainable future.

**Compensation:** Salary commensurate with experience, plus excellent benefits.

**Application Deadline:** May 8, 2017

To apply, send brief cover letter and resume (no phone calls, please) to:

Operations Director Opening

SWEET

2334 Broadway, Suite A

Boulder, CO 80304

Applications can also be submitted via email to [info@swenergy.org](mailto:info@swenergy.org)

SWEET is a public interest organization (12 employees) dedicated to advancing energy efficiency in Arizona, Colorado, Nevada, New Mexico, Utah, and Wyoming. For more information, visit [www.swenergy.org](http://www.swenergy.org).

SWEET is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, color, age, religion, creed, class, sexual orientation, national origin, and disability.