



POSITION DESCRIPTION

COMMUNICATIONS & EVENTS COORDINATOR

Want to help build Wisconsin's clean energy future? RENEW Wisconsin seeks a motivated individual to support events and communications in order to build a stronger, healthier, more vibrant Wisconsin through the advancement of renewable energy.

Successful candidates will have:

- outstanding written and verbal communication skills
- solid design skills (Adobe Creative Suite, Canva)
- experience in event management and planning
- the ability to work efficiently on a variety of tasks

Additional qualifications include excellent time management skills; organized and detail-oriented work style; comfort learning new software applications; demonstrated interest in clean energy; and a willingness to complete even the smallest tasks to help make our events and communications the best they can be.

This role will provide support to the Communications and Events Director. Duties include, but are not limited to: event planning assistance; creation of print and digital marketing pieces; copywriting, editing, and proofreading; social media marketing; website updates; email marketing; and other tasks as assigned.

This is expected to be a full-time, hybrid position (40 hours per week). Office hours are typically 9am to 5pm Monday through Friday with occasional evening and weekend hours required to support events. **Compensation is \$45,000 - \$55,000, commensurate with experience.** Additional benefits include health insurance, 401(k), and paid time off.

To apply, please submit a letter of interest, resume, and samples of your design and/or communications work via email to Jodi Jean Amble (jodi@renewwisconsin.org) with "Communications and Events Coordinator" as the subject line. Applications will be accepted on a rolling basis.

About RENEW Wisconsin

RENEW Wisconsin is a 501c3 nonprofit organization that promotes renewable energy in Wisconsin. We work on policies and programs that expand solar power, wind power, biogas, local hydropower, and building and transportation electrification.

RENEW Wisconsin is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. www.renewwisconsin.org