

**Position:** Technical Program Specialist

**Team:** Electric Vehicle Programs

**Location:** Remote

### About The Electrification Coalition

The [Electrification Coalition \(EC\)](#) is a national, nonpartisan not-for-profit organization committed to promoting policies and actions that facilitate the accelerated deployment of electric vehicles (EVs) on a mass scale. For more than 10 years, the EC and its sister organization, Securing America's Future Energy (SAFE), have sought to reduce our nation's dependence on oil – which is currently responsible for powering 92 percent of our transportation system.

The last five years have been an exciting time for the EC, as we have created and contributed to some of the most innovative public-private partnerships in transportation electrification, including our work on behalf of the [American Cities Climate Challenge](#), the award-winning [Climate Mayors EV Purchasing Collaborative](#), the [Smart City Challenge](#) and numerous other initiatives. The EC also leads and supports a broad suite of policies and initiatives at the federal, state, and local levels that are contributing to the accelerated electrification of the transportation and mobility sector.

### The Opportunity

The Technical Program Specialist will join a team of EV experts who support public and private fleets with electrification. This position will provide technical guidance on charging infrastructure, fleet analysis, and transition planning.

### Key Responsibilities

- **Creating and designing** infrastructure planning tools and EV fleet management tools to ensure high utilization and program success.
- **Managing day-to-day** operation and curation of EC tools and resources, including: the Dashboard for Rapid Vehicle Electrification (DRVE Tool), EV Purchasing Collaborative, City Federal Funding Guide, and other go-to resources.
- **Collaborating with** all-star public and private partners to support the transition to electric in fleets and across communities.
- **Supporting cities by** ensuring that the public agencies are getting needed resources to successfully incorporate EVs into their fleets.
- **Building and strengthening** the EC's and your own relationship with fleets across the country.
- **Developing** communications materials to foster broad city and other sub-national partner engagement.
- **Using your excellent communications skills** to liaise directly with fleets.
- **Using your keen attention to detail** and organizational skills to facilitate project reporting and tracking. This will include working with project management and customer relationship management databases.

- **Being Social!** Help develop outreach and conference activities to communicate program impacts.

## **Professional Skills and Qualifications**

### **KNOWLEDGE & EXPERIENCE:**

- Education in or professional knowledge of domestic energy policy, transportation, or technology policy.
- Comfortable communicating to a wide variety of audience, conversive on nuanced details.
- Professional experience (1-3 years) involving research, analysis, and writing on issues in energy and transportation.
- Experience working with public and/or private fleets.
- Experience working with policymakers, including government officials, military officers, and business leaders.
- Background in developing and launching educational resources and tools, especially those designed for large audience education.

### **SKILLS & ABILITIES:**

- Strong mathematical and analytical skills. Experience with data visualization skills preferred.
- Comfortable on tool and resource prototyping.
- Demonstrated research skills incorporating a variety of sources and databases, with preference for experience using energy, emissions, and transportation data.
- High computer proficiency, including but not limited to a good command of the Microsoft Office Suite (including a skilled knowledge of Excel and SharePoint).
- Experience with one or more Project Management software, such as Monday.com.
- A proven ability to work both as a member of a team on collaborative projects and as an independent technical thinker.
- A clear interest in the mission of the EC.
- The ability to produce consistent, quality work in a fast-paced environment.
- An adaptable and enthusiastic nature to changing priorities with ability to meet challenging deadlines.
- Strong organizational and time management skills, with exceptional attention to detail.
- Excellent verbal and written communication skills.

This position is remote with occasional travel, and various locations will be considered across the US.

## **To Apply**

To submit your application for this position please email a cover letter and resume to [afreyschlag@electrificationcoalition.org](mailto:afreyschlag@electrificationcoalition.org).

The EC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

## **Compensation**

The opportunity garners a competitive salary and benefits package, \$50,000-\$65,000 in Washington, D.C. though salaries are localized to applicant's geographic location. We are open to both experienced and newer candidates; the offer will also be reflective of a candidate's individual experience level.

**Benefits:**

- Health insurance (medical, dental, and vision coverage)
- Short-term & Long-term disability
- Retirement Plan (401k/Roth offered)
- Life insurance
- Flexible Spending Account
- Paid time off (PTO)
- Cell Phone Allowance

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**The EC is an equal opportunity employer.** We are committed to diversity and creating an inclusive environment for all employees. We encourage job seekers of all backgrounds to apply.

**COVID-19 considerations:**

We are continuing to fill our open positions and will be conducting all interviews via video conferencing and phone. For any new staff hired during this period, we will discuss telecommuting and remote work options as we continue our work.