



Clean Transportation Project Specialist

Delaware Department of Natural Resources and Environmental Control

Application Deadline: April 18, 2018 at 11:59:00 pm

Organization

The Delaware Division of Energy and Climate is seeking a highly motivated, detail oriented individual to support programs and initiatives that promote clean or electric vehicles and reduce greenhouse gas emissions. This one-year position will work approximately 29 hours a week and be located in the Delaware Division of Energy and Climate in Dover. The anticipated start date for this position is early to mid-June, 2018.

The Delaware Division of Energy and Climate's mission is to enhance Delaware's quality of life through innovative policies, programs and education that promote clean, efficient energy use and climate change readiness.

The ideal candidate will have academic or work experience in climate change policy, clean transportation planning, alternative fuel vehicles (including electric vehicles), and/or social media and stakeholder outreach. Applicants with undergraduate and/ or graduate degrees are encouraged to apply.

Job Duties

The incumbent will assist the Clean Transportation Planner with program management, research, policy analysis, and education and outreach. General responsibilities include:

- Research and analyze data, policies, and issues on existing in-state and out of state programs to inform development of recommendations and state plans to increase the use of alternative fuel and electric vehicles
- Assist the program manager with reviewing rebate applications for clean vehicles
- Update and improve spreadsheets and tracking
- Analyze Clean Vehicle Rebate data and create reports
- Promote the Clean Vehicle Rebate program to the general public and specific stakeholder groups at outreach events
- Collect quarterly fuel price reports and assist Coordinator in improving data collection methods
- Maintain the Delaware Clean Cities Facebook page
- Organize and write articles for the quarterly Clean Cities newsletter

Qualifications

The successful applicant will have the following experience and attributes:

- Possession of an associate, undergraduate, and/or graduate degree in engineering, architecture, natural resources, environmental science, environment or energy policy, or a related field is preferred
- Work experience in a professional job and/or internship is preferred, but not required
- Demonstrated ability to be an organized, detail-oriented, independent, self-starter, and reliable worker
- Strong written and verbal communication skills and a desire and ability to collaborate with a diverse group of stakeholders
- Excellent time management skills
- Dedication to environmental causes, specifically those related to climate change
- Six months experience in conducting research
- Six months experience in using standard computer software programs for word processing, spreadsheets or databases.
- Knowledge of climate change, environmental, and/or clean transportation policies.
- Knowledge of interpreting rules, regulations, policies and procedures.

Compensation

Salary will be based on experience and qualifications and will generally be in the \$17.25- \$19.00/hour range. The position will be housed in the Division of Energy and Climate, located in Dover, DE.

Benefits

This is a casual/seasonal position without traditional benefits.

To Apply

To be considered for this position, please apply through the Delaware State Jobs website at:
<https://www.jobapscloud.com/DE/sup/BulPreview.asp?R1=040418&R2=MXGC08&R3=400400>

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Questions

For questions about this position, please contact Kathy Harris at Kathleen.Harris@state.de.us