

**Job Title:** Special Projects Coordinator

**Department:** Harvard Green Campus Initiative

**Reports To:** Special Projects Manager, Harvard Green Campus Initiative

***Position Summary:***

The Special Projects Coordinator is a full-time staff person to assist with special projects at the Green Campus Initiative, with emphasis on utility planning and renewable energy research and development.

***Duties and Responsibilities:***

- Reports to the Special Projects Manager.
- Research both on-site and off-site renewable energy options (including wind, solar, ground-source heat pumps, biomass) for Harvard University and investigate financial models and partnerships for investment in such options.
- Assist with other special projects as they arise (e.g., film projects, development of environmental procurement guidelines, etc).
- Establish partnerships, coordinate meetings and facilitate conversations around renewable energy among members of the University community.
- Assist in the development of project case studies documenting green campus projects across Harvard University.
- Coordinate HGCI-related events and training programs.
- Provide research support.

***Requirements:***

- Related undergraduate and/or graduate degree.
- Proven excellent research and writing skills.
- Strong understanding of utility planning and on- and off-site renewable energy options preferred.
- Must be creative and enthusiastic with a high level of energy and initiative.
- Strong skills in time management, multi-tasking, and information management.
- Ability to work with shifting priorities and schedules and to generally adapt to changing project requirements.
- Excellent interpersonal, organizational and communication skills required.
- Ability to work as a team member and independently.

***Technology Skills Required:*** Experience with all Microsoft Office applications (Word, Excel, PowerPoint) is necessary. Data analysis skills are desirable.