

Location

Texas

Organization

Texas Electric Transportation Resources Alliance Education Fund

Position

Program Manager

Job Description

The Texas Electric Transportation Resources Alliance (TxETRA) Education Fund is seeking a Program Manager to join our team which operates remotely across the state of Texas.

This is a contracting position with the potential to become full or part-time employment with benefits.

About Us: The TxETRA Education Fund is a 501(c)(3) organization which promotes the use of electric transportation through education, strategic partnerships and public engagement, with a mission to achieve universal and equitable adoption across the state of Texas. Our current portfolio includes programs leveraging the federal and state incentives for electric vehicles, raising awareness of the benefits of electric transportation in rural areas, and developing a pilot program to ensure access to electric vehicles for families with low incomes.

Responsibilities

- Implement programs to achieve the TxETRA Education Fund mission
- Develop trusted working relationships with community members and collaborators in the public and private sectors throughout the state of Texas
- Support public and private entities in transitioning to electric transportation
- Act as a resource on electric transportation to diverse communities such as making presentations on EVs to groups and one-on-one assistance on eligibility for incentives
- Support outreach to potential funders and development of grant proposals

Qualifications

- 5 years of experience in an area related to transportation, energy, the environment, or sustainability, or 3 years of experience with a bachelor's degree in a related field
- Demonstrated commitment to equity

- Successful record of efficiently organizing and managing tasks, bringing efforts to closure on time and within budget
- Track record demonstrating a self-directed work style with an appetite for learning about the varying electric transportation landscapes across Texas
- Strong verbal and written communication skills
- Proficiency with applications and processes that support remote teamwork

Preferred Experience & Skills

- Experience working with local government elected leadership and staff
- Experience working with private sector sustainability efforts and business associations
- Training in diversity, equity and inclusion
- Ability to travel

Compensation: Contracting rate will be commensurate with experience, with level of effort ranging from 20-40 hours per week.

Interested candidates should email a resume and cover letter to TxETRAEV@gmail.com.

HYPERLINK ADDRESS or Email

TxETRAEV@gmail.com

CONTACT EMAIL FOR ANY QUESTIONS WE MAY HAVE

TxETRAEV@gmail.com