



Press Release

24 August 2009

## CERTs Seeks Events Programming Coordinator

### Contact

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**The Clean Energy Resource Teams (CERTs) are seeking a full-time Events Programming Coordinator to help further our mission to catalyze community-scale clean energy projects.** CERTs have brought together regional teams and technical resources to assess key opportunities for energy efficiency and renewable energy and are now working to foster local energy projects through networking, education and outreach forums, project planning resources, and limited seed grant funding. Learn more at [www.CleanEnergyResourceTeams.org](http://www.CleanEnergyResourceTeams.org).

Staff from three of the CERT partnering organizations – the University of Minnesota's Regional Sustainable Development Partnerships (UM Regional Partnerships), the Southwest Regional Development Commission, and the Green Institute – provide coordination to the seven regional CERTs. The partnering organizations are seeking someone to aid with outreach, scheduling and implementing regional clean energy forums.

The events programming coordinator will work cooperatively with the CERTs coordinators across the state on a variety of event, meeting and conference coordination responsibilities including but not limited to the following:

- Schedule and organize CERT steering committee conference calls and meetings
- Coordinate speakers and venues for CERTs events in all seven regions – quarterly team meetings, workshops, and tours
- Help create meeting agendas, press releases and flyers for CERT regional events
- Coordinate with all regional coordinators to plan multi-region events and forums
- Implement robust outreach for both media and target audiences for all CERT events

- Assist in preparing all handout materials, making travel arrangements and procuring needed technologies (projectors, video cameras, etc.) for all CERTs events
- Create meeting summaries, add new CERT members to list serves and add presentations (and perhaps video clips) to the website after CERT events
- Follow up with speakers after CERT events
- Plan virtual workshops/webinars that would allow individuals from all regions to participate in brief technology-specific forums
- Support the biennial CERTs conference as needed

Applications are due September 4th, 2009. For a more detailed description of the job posting, or to apply, please go to the University of Minnesota's employment website:

<https://employment.umn.edu/applicants/Central?quickFind=82464>.

Questions may be directed to Lissa Pawlisch, CERTs Coordinator at 612-624-2293 or [pawl0048@umn.edu](mailto:pawl0048@umn.edu).

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