



WOOD ENERGY COORDINATOR

The Wood Energy Coordinator will lead the development and implementation of the comprehensive design, financing and project management program at the Maryland Clean Energy Center (MCEC) that accelerates the adoption of modern wood energy systems in all jurisdictions of Maryland, to include promotional, marketing, planning and development work in joint cooperation with the Maryland Department of Natural Resources (DNR). This work is intended to facilitate the use of wood in energy applications and expand markets for the variety of Maryland forest products originating in rural forests, urban vegetation management activities, and product processing wastes and residuals.

Work will generally be performed independently but with direction from supervisor and in close consultation with the Maryland Wood Energy Coalition. Position will work closely with the Forest Stewardship & Utilization Program Manager of the Maryland Forest Service in a team environment.

Work will require significant interaction and coordination internally with other MCEC staff and externally with other public and private groups who are working on diverse aspects of wood energy promotion, policy and implementation.

The position is grant funded for two years through a USDA Forest Service Wood Innovation Grant to support an expanded impact of the Maryland Wood Energy Coalition. The goal of the position will be to have at least one wood energy system installed and operational by August 2024.

ESSENTIAL FUNCTIONS

- Identify and aggressively recruit potential candidate facilities for installation of wood energy systems. This will most frequently involve the replacement or addition of equipment at existing facilities, but new construction is also a key target of opportunity.
- Interact with personnel at candidate facilities including top leadership administrators, financial managers, energy managers, and facility managers.
- May be responsible for writing and issuing Requests for Proposals, reviewing and ranking proposals, writing and managing grant agreements and contracts, preparing periodic reports, and disseminating information.
- Assist in securing funding for projects, monitoring and evaluating progress and results.
- Conduct data collection, reporting and wood energy policy development and implementation to improve understanding of the importance wood energy markets to forest management, local economies, energy independence and achieving climate change goals.
- Cooperate with partners to develop and implement a comprehensive program of education, incentives, and policy focused on removing barriers and accelerating implementation of modern wood energy systems. Primary partners include Maryland Energy Administration, Maryland Department of Natural Resources- Forest Service, Maryland Department of Environment, Maryland Department of Commerce, University of Maryland Extension, Maryland Forestry Foundation, Maryland Forests Association, Alliance for Green Heat, Mid-Atlantic Biomass Energy Council, and others.
- Provide assistance to Executive Director on issues related to wood energy policy and legislation.
- Conduct detailed analysis and share information with appropriate state officials, or industry representatives to further the wood energy program goals.

- Develop and implement outreach, communications and/or marketing plans for meeting the needs of the wood energy program. Design advertisements, publications, brochures, signs and other matters necessary to effectively promote the use of wood energy systems in Maryland.
- Update website and intranet site, work with respective subject matter experts to assure all website content is consistent and current.
- Write and edit materials (newsletter, media advisories, basic news releases), as required; researches and understands wood energy projects in order to write copy for internal and external audiences.
- Make written and oral presentations as needed to professional and citizens groups, including legislative committees.
- Assist with grant reporting and related deliverables to meet associated deadlines.
- Attend and assist with events and conferences.

OTHER RESPONSIBILITIES

Performs other work-related duties as assigned.

SUPERVISORY REQUIREMENTS

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Bachelor's degree or higher in business management, economics, marketing, public relations or communications, land use planning, natural resource management, AND four (4) years or more at a professional level in agriculture, marketing, public relations, communications, land use or natural resource planning, or advertising.

- OR -

Bachelor's degree or higher in environmental or energy studies, engineering or other quantitative science, pre-law, public policy or administration, or a closely related field AND four (4) or more years of experience involving management, analysis or development of energy programs, and specific knowledge of renewable energy and energy efficiency.

KNOWLEDGE, SKILLS, AND ABILITIES

Critical:

- Demonstrated ability to engage upper level managers.
- Demonstrated ability to work independently.
- Considerable knowledge of pathways to contract.
- General knowledge of energy technologies and their applications and a working knowledge of their technical design and operation.
- Ability to administer contracts or grants.

Desirable:

- Considerable knowledge of wood energy applications and economic feasibility.
- Considerable knowledge of forest management or natural resource management methods and applications.
- Ability to organize activities to accomplish objectives in a timely and cost effective manner.
- Ability to communicate orally and engage a variety of audiences in a positive and persuasive manner.
- Ability to communicate in multiple written formats such as grant reporting, technical writing, articles and correspondence.
- Knowledge of principles and practices of program planning and evaluation.
- Competence with computers and office software including Microsoft Office.
- Ability to establish and maintain effective working relationships with a broad range of groups and individuals.
- Working knowledge of the methodology of statistical data gathering, compilation and evaluation.
- Detail oriented and able to evaluate complex and controversial issues.
- Ability to quickly produce quality written communications, vary writing style to meet the needs of the audience and be able to take large amounts of information and communicate it in a concise and understandable manner.
- Ability to manage competing demands, be adaptable to meet both internal and external client needs and be comfortable representing the Agency in public settings.
- Proficient in the use of Microsoft Office. Internet, FrontPage, InDesign, Adobe Creative Suite experience is a plus.

LICENSES AND CERTIFICATIONS

Possession of a valid driver's license meeting the requirements of Maryland law, the Fleet Policy and other Maryland Environmental Service (MES) Policies.

WORK ENVIRONMENT

Duties are performed in a variety of settings, including office, project sites and public events. Travel may be involved, for which private reliable means of transportation must be available. Public contact and communication, both verbally and in writing, is frequently necessary. Incumbent must coordinate activities with other departmental staff and interact extensively with owners and managers of a wide variety of facilities, forest product and wood energy business people, interest groups, public and private organizations and the public. Certain required activities may occur outside of normal office hours.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, reach with arms, use hands and fingers.

Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision and ability to adjust focus.

TO APPLY

Please send resume with cover letter to info@mdcleanenergy.org.