



JOB DESCRIPTION – Retail Field Representative: Southern Lower Peninsula (Part-Time)

MICHIGAN ENERGY OPTIONS

Michigan Energy Options (MEO) is a nonprofit that has been in business since 1978. From our offices in East Lansing and Marquette we pursue daily our mission of guiding communities toward being more sustainable and resilient through the adoption of energy efficiency and renewable energy. We do so by providing our unbiased expertise and research, our results-driven programs and our collaborations with decision makers, business leaders and residents of Michigan.

POSITION SUMMARY

Under the direct supervision of the Program Manager, this part-time position provides support for utility energy efficiency retail programs located throughout The Southern portion of Michigan's Lower Peninsula. This position will be based out of Michigan Energy Options' office in East Lansing and require travel up to three days per week. This work will have the candidate interacting with large and small retailers, managers and staff. As such, this position requires a person who is positive, problem solving and willing to go the extra distance to steward MEO's professional relationships.

Duties may include customer service, travel, route planning, assembling sensitive information, client communications, data entry and office administration.

Michigan Energy Options offers a competitive wage that is commensurate with experience and ability.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Provide program and administrative support for utility energy efficiency programs
- Apply point of purchase signage to retail product.
- Assist with preparation of materials for reporting to clients and partners.
- Frequent engagement with floor managers at participating retail stores.
- Assist with program marketing efforts.
- Ability to use retail software and bar code reader equipment.
- Attend retail events.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

- Reliable Transportation required.
- Associate degree preferred.
- Ability to work unsupervised.
- Sales or marketing background preferred.
- Excellent oral and written communication skills.
- Strong organizational skills and ability to work independently
- Strong customer- and partner-relationship skills.
- Proficiency in Microsoft Office Outlook, Word, Excel, and PowerPoint
- Enthusiasm for energy issues as they relate to the quality of life in our communities.

HOW TO APPLY

Interested applicants are welcome to submit a resume and cover letter to Michigan Energy Options, 405 Grove St, East Lansing, MI 48823 or by email to hr@michiganenergyoptions.org.

EXPECTATION FOR ALL EMPLOYEES

Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our community, and accountability and ownership. The selected applicant must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.