

Job Announcement

Just Energy Portfolio Coordinator

The Position: Partnership for Southern Equity (PSE) is searching for a passionate and collaborative individual committed to racial equity and shared prosperity to serve as the full-time Just Energy Portfolio Coordinator. Reporting to the Just Energy Portfolio Director, the Just Energy Coordinator is responsible for supporting programmatic administration and coordinating day-to-day activities of the Just Energy Portfolio. The position is based in PSE's offices located in downtown Atlanta, Georgia.

Summary of Role: As part of the Just Energy team, the Just Energy Coordinator will coordinate and execute a variety of programmatic tasks and day-to-day activities in support of the Just Energy Portfolio. In addition, they will support and coordinate key organizational meetings and assist with special projects to support PSE leadership. The Just Energy Coordinator should have demonstrated a commitment to racial equity with the ability to work collaboratively in a fast-paced environment, with undefined and shifting priorities, and with diverse people from many different backgrounds.

Primary Responsibilities:

- Coordinating day-to-day activities of the Just Energy Portfolio including regularly scheduled meetings with internal teams and external partners.
- Define and create processes to support programmatic administration of the Just Energy Portfolio.
- Track, accomplish, and report on Just Energy Portfolio programmatic work plans and activities.
- Provide Just Energy Portfolio Director with regular, timely reports on the current status of assigned projects and tasks.
- Collaborate with the Just Energy Portfolio Manager to effectively and efficiently convene the Just Energy Circle and facilitate processes and procedures specific to the success of the Just Energy Circle and related initiatives.
- Represent PSE and the Just Energy Portfolio as a knowledgeable and relational presence, when needed, in meetings and discussions with regional partners, funders, the general public and industry leaders.
- Maintain continuous lines of communication with the Just Energy Portfolio Director and Just Energy team.
- Assist in the protection of the organization, its assets, its property, and its employees by ensuring it is legally protected and by ensuring compliance with all applicable laws and policies.

Experience and Skills Desired for This Position:

- 2-3 years of demonstrated administrative, logistical and project coordination experience in a related field.
- Detail-oriented and organized with ability to advance self-directed work proactively.
- Innovative, entrepreneurial mindset that constantly looks for improvements that will impact the Just Energy Portfolio's ability to expand and advance its initiatives.
- Demonstrated knowledge of the issues and challenges related to Just Energy Portfolio Initiatives.

- High degree of emotional intelligence and interpersonal skills in group and individual settings.
- Demonstrated experience working directly with communities.
- Strong people skills, and ability to exercise good judgment and discretion.
- Reputation for integrity, ethical behavior, loyalty and trustworthiness.
- Problem solver who can assess situations, gather relevant information, and recommend and implement possible courses of action.
- Exceptional written and verbal communications skills, including public speaking.
- Ability to thrive in a fast-paced environment.
- Facility with social media platforms.
- Technology skills in creating documents, databases, spreadsheets, and communication flow, specifically Microsoft Office and Office 365 Suite.
- Sense of humor.
- Ability to travel, as required.
- University degree in a related field.

Submit your resume and cover letter to careers@psequity.org. The application deadline is Friday, August 23, 2019.

The Partnership for Southern Equity is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.