

## **Move for America Fellowship**

### **Position Descriptions at Community Power**

#### **#1 & #2**

**Project Period:** August 26, 2024 through August 24, 2025

**Site Name:** Community Power

**Location:** Combination of co-working, solo, and in-community work in Minneapolis and St. Paul. Co-working space is located at the Institute for Local Self-Reliance co-working space hosted in the Faith Mennonite Church building @ 2720 E 22nd St, Minneapolis, MN 55406 + some hybrid or online work.

**Supervisor:** Alice Madden, Energy Democracy Staff

#### **Host Site Organization Description**

*Community Power is an energy democracy organization located in Minneapolis, focused on the Twin Cities metro area, and a partner to community-based organizations across the state seeking to support their community members to have decision-making power in local energy systems so that they may have a clean, local, equitable, affordable, and resilient energy future. We seek to bridge the divide between spaces where decisions are made, and communities in which impacts are felt. We believe expertise lies in both places, but often perspectives and knowledge of the latter are too often not present, invited, or given authority.*

#### **Project #1: Building Resilience Through Cooperatively-Owned Solar**

##### **Project Description (#1):**

This project will support local low-wealth communities neighboring a hospital to access both: new weatherization/efficiency programs and a rooftop solar array hosted on the hospital. This work builds upon 5 years of rural/exurban/urban solar outreach and 5 years of work to support a peer-learning space focused on access to energy efficiency for Black, Indigenous, Latinx, East African, and SE Asian and low/moderate-income households. With a reckoning in decision-making spaces about how little efficiency currently reaches frontline communities, this work is at a pivotal moment to help connect communities to new resources and drive overall transformation of our existing energy programs.

##### **Goals of the Project (#1)**

- Connect low-wealth community members to local rooftop solar garden
- Connect low-wealth community members to existing efficiency programs
- Collect testimonies and metrics from participants to bring to decision-makers in order to share success stories and barriers to participation for low-wealth communities to local energy projects & efficiency programs

##### **Responsibilities for the Project (#1):**

Assist in planning and hosting events & ribbon cutting events for participants to build culture, community, and understanding of local community-owned energy including:

- Reserving & booking event space, food, supplies
- Budget tracking and providing grant-specific budget updates
- Co-designing activities, agenda, roles within a multi-organization team
- Coordinating with key external partners to attend and have buy-in for the event

Building tools for internal/external coordination for outreach, which could include:

- Neighborhood profiles & assets maps
- Flyering maps, festival calendars
- Rolodex of workforce and higher ed institutions
- Rolodex of artists who might contribute to popular education work

Integrating efficiency and solar outreach work

- Designing and creating 101s and explainer documents about how to access programs, efficiency
- Share learnings in a team environment about success stories and barriers in order to collect and share with decision makers

## **Project #2: Creating Access to Energy Efficiency through Trusted Community-Based Navigators**

Community Power is a lead co-convenor of the Twin Cities Energy Efficiency (EE) Cohort, a group of 15-20 community organizations and leaders, which has re-envisioned how energy efficiency programs should engage, serve and benefit low income households, households of color and renter households in the Twin Cities. Over the last 4 years, the cohort convened monthly to collectively achieve the goals below, through avenues such as developing workshops, co-creating outreach plans, hosting events to build relationships among organizers, and spearheading participatory action research:

Increase the capacity of community-based organizations and community leaders (“Members”) in the Twin Cities to participate in energy decision-making processes.

Implement new community engagement best practices for energy efficiency programs that target underserved communities.

Influence energy efficiency program design that better serves BIPOC and renter community needs.

The Cohort has shifted to focus primarily on solving a critical access barrier to efficiency: the lack of trusted, culturally-relevant support to navigate the complexity of existing options from start to finish. August 2024-August 2025 will be a critical time for this project as we will be aiming to launch the Navigator Pilot in early-winter of 2025.

## **Project Objective**

Build long-term capacity, analysis, and culture of the Cohort by building templates and materials for future use, co-planning educational and discussion-based events on clean/local/affordable energy, and researching and managing grants.

## **Responsibilities**

### **Design & Maintain Templates**

Build and maintain easy to use, organized, and understandable templates and tools to be used throughout the year by the Cohort (budget, contact sheet, calendar welcome packet, events planning tools, cleaned up google drive, Cohort Story and History).

### **Develop Learning & Event Materials**

Co-create learning materials and event-supporting materials such as:

- Creation of exit/entry surveys
- Synthesizing take-aways/themes entry/exit surveys
- Incorporating/storing for later received feedback so it can be acted upon

### **Cohort Event Planning**

Assist in planning cohort events (kick-off, etc.) with the focus on:

- Managing event logistics (food, event space, supplies, invitations, etc.)
- Reserving & paying for event space
- Managing team and event budgets
- Managing grant-specific budgets and reports

### **Grant Management**

Track grant application process, which would include:

- Researching grants, attending site visits, attending other visits with funders and/or talking about the cohort with funders when needed
- Submitting and co-drafting grants
- Submitting Grant reports
- Schedule & meet with collaborators and share about the cohort
- Schedule standing meeting, rescheduling, and zoom/calendar holds

### **Cohort Gathering Support**

If desired with relevant skill sets, the Logistics Coordinator could also:

- Support facilitation of popular education sessions on energy justice
- Facilitate planning team meetings
- Build relationships with and hold 1-1s with Cohort members to evaluate and gather feedback on the Cohort multiple times during the year

## **Qualifications for both positions**

We seek candidates who are:

- Curious, team-oriented, thoughtful collaborators
- Detail-oriented and practiced at proof-reading/editing their own work
- Concise, clear communicators

Good ability to see patterns and synthesize large volumes of written feedback and information into summaries

Comfortable and savvy in finding reputable, cited answers to questions that arise

Multilingual (not required but a desired skill)

Comfortable taking complex information and distilling into layman's terms

Avid learners and comfortable digging into research, articles, and readings to educate themselves and see the nuance, complexity, & tensions in each topic

Familiar with Zoom, Canva, Spreadsheets, GoogleDocs/GoogleSuite, Monday.com

Able to take initiative and be effective working solo, in pairs, and small groups

In addition, we encourage the applications of candidates who:

Have a knack for creating informative/beautiful visuals; building spreadsheet formulas; creating GIS maps; or building apps! Bring any other superpowers you have, of course, that are not listed here!

Please note: Candidates may not use AI to generate images, writing or content for this project without express permission in advance from Supervisor and Planning Team. Read more on (some) of why we avoid AI [here](#).

For Move for America Fellowship qualifications and program information, please visit: [www.move4america.org/projects](http://www.move4america.org/projects)