



SPEER Communications Coordinator – Full Time, Remote Salary Range – negotiable on experience

The South-central Partnership for Energy Efficiency as a Resource (SPEER) is a regional energy efficiency organization (REEO) that aims to accelerate the adoption of advanced building systems and energy efficient products and services in our region of Texas and Oklahoma. Our territory includes nearly 30 million people and many of the fastest growing cities in America. There is a tremendous opportunity to improve our environment and increase energy efficiency in the region through building codes, retrofits for existing buildings, better training, innovative policies, and cooperative marketing to make it easier for the public to understand efficiency opportunities. We are a collaborative network of industry partners who shape the vision, message, and activities of the only organization specifically focused on growing markets for energy efficient technologies, products and services in Texas and Oklahoma.

SPEER is currently seeking a Full-Time Communications Coordinator who will have primary responsibilities for amplifying the day-to-day voice of the organization. Creativity and proactivity will be necessary for this role to help support the SPEER team as we continue to grow and foster an environment of inclusivity for our organization and the energy efficiency space in Texas and Oklahoma. This position is 100% remote and requires minimal travel across our region.

The Communications Coordinator will be instrumental in continuing to implement and grow the current communications plan and brand recognition for SPEER. This position will carry the role of updating and maintaining website content along with creating marketing campaigns around SPEER's program initiatives and reports, executing weekly newsletters, monitoring and developing social media material, and utilizing various platforms to help promote SPEER's mission, programs, and members. The Communications Coordinator will work with the Managing Director on the planning and coordination of the annual in-person SPEER Workshop, Member Meetings, new member onboarding as well as numerous other program trainings.

Primary functions and responsibilities:

- Ability to work on and transition from project to project, while meeting specific deadlines
- A passion for story driven communications that help to amplify the SPEER message
- Growing our expanding Membership!
- Experimental ideas – let's kick it around
- Digital marketing, including the usual suspects of social media and best practices
- Ability to support equity within our work and on our team
- Expound on our current communications strategy – help us make it better!
- Redefining our benchmarking activities
- Creatively generate program flyers, annual reports, newsletters, presentation slide decks
- Of course...work well with others



Who are we looking for?

Someone committed to our message, committed to expanding equity while improving our environment and the quality of life for those in our community, and committed to helping to grow our organization. You would also need the following:

- Two-four years of experience working in a similar or related position
- Ability to write clearly and concisely in a variety of communication settings and styles
- Content creation with websites, specifically WordPress
- Experience creating compelling, engaging, and ROI-driven digital content
- Top-notch communications and professional skills
- Ability to be flexible and to be independent... no one likes babysitting for free!
- Be efficient in a lot! Specifically, Canva or Adobe Creative Suite (InDesign, Photoshop, Illustrator, Flash, Acrobat); Microsoft Office Suite; Facebook, Twitter, Instagram, LinkedIn, TikTok, and YouTube; (other social media management/monitoring tools a plus); Basic HTML and website publishing, especially via WordPress (other CMS skills a plus); Constant Contact (other database skills a plus)

Preferred Qualifications:

- Background or knowledge of the energy or sustainability industry
- Experience with paid advertising and lead generation through ad targeting
- Photography and video creation and editing skills
- Sense of humor!

You can expect super cool benefits such as health, vision, and dental package with 99% of your coverage paid by SPEER, a generous vacation and sick leave policy including all Federal Holidays, Holiday breaks, and the best part is you work from home alongside a great team!

Apply on [LinkedIn](#) or send your resume to the Managing Director, Liz John, ejohn@eepartnership.org.