

# Position Posting



MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

## Energy Resources and Services Coordinator

The **Energy Resources and Services Coordinator** provides support to the Energy Resources and Services team along with providing reliable and professional support to members. Provides effective and efficient coordination to the Energy Resources and Services department on daily functions and strategic direction to serve the membership and across departments.

At MVEC we are a Team! Team Members are empowered to spend most of their time doing MVEC's hands-on work.

Leading by example, a Team Member's focus is to:

- Successfully carry out daily work, implement process improvements, suggest new ideas, serve on Teams, and proactively identify and resolve problems.
- Participate in setting goals and investigate training opportunities to build their skill set which allows work objectives to further the cooperative's strategy.
- Work cooperatively across departments, communicate effectively and be responsive.

All Team Members are accountable to MVEC's vision and mission, serving the membership and Team with servant leadership, dedication to safety and following the Team Member handbook.

### Duties and Responsibilities:

- Fulfills responsibilities including but not limited to scheduling, delegating, and coordinating process improvements while in accordance to MVEC's policies, procedures, and practices relative to Energy Resources, Energy Services and member programs. Support work flow process to assure timelines and project stay on task.
- Supporting Energy Resources and Services with project and budget management, writing and managing reports, key account assistance and overall program coordination with internal and external partners.
- Performs numerous duties assisting other internal departments on an as needed basis.

### Required Qualifications:

- High School Diploma and 5 years of administrative or coordinator related experience **OR** a 2-year associate degree in business administration or related degree and 2 years of experience
- Proficient in Microsoft Office Suite
- Ability to work productively and independently without close supervision
- Interpersonal skills including clear and concise communication both in writing and verbally
- Organize and prioritize workload to maximize customer service

### Preferred Qualifications:

- 2 years of related energy utility experience

Applicants must be committed to providing service beyond members' expectations and lead by example. To apply, please submit a resume to [jobs@mvec.net](mailto:jobs@mvec.net). Position open until filled. Preference to applicants that apply by **Sunday, January 28, 2024**.

**Equal Opportunity Employer**

**Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.**

*Minnesota Valley Electric Cooperative is an equal opportunity provider and employer*