

Job Description:

Electric Vehicle (EV) Education and Awareness Program Assistant

(paid position - averaging 20 hours per month for 18 months)



We are looking for an **EV Education & Awareness Program Assistant** to manage grant-related activities.

BACKGROUND

The SLO Climate Coalition is partnering with Ecology Action (EA) and the Community Environmental Council (CEC) to implement an electric vehicle ownership promotional program in our region. The program is funded by Electrify America with the objective of promoting Zero Emission Vehicles (ZEV) education and awareness in low-income and disadvantaged communities throughout California. The partnership will focus on ride and drive events, EV showcases, EV purchase support guidance and EV webinars.

RESPONSIBILITIES

1. Assist SLO Climate Coalition with hosting:
 - a. Ride & Drive/EV showcase Events during the month of April 2023 and April 2024 as part of [Drive Electric Earth Day](#)
 - b. Ride & Drive/EV showcase Events during the month of September 2023 as part of [National Drive Electric Week](#)
2. Sharing information about bilingual [EV purchase guidance services](#) for non-Native English speakers in low-to-moderate income households and promoting EV events where community members can learn about, see, and/or test-drive EVs.
3. Documenting activities and results in narrative, photographic, and video formats
4. Making monthly time, expense and activity reports

SKILLS AND QUALIFICATIONS

1. Interest in and understanding of electric vehicles
2. Experience with event planning and promotions
3. Experience with social media (Facebook, Instagram, Twitter, etc.)
4. Bilingual language skills (English and Spanish) required
5. Prior work with low-income and/or disadvantaged communities

COMPENSATION

This position is part-time (averaging 20 hours monthly, maximum 250 hours annually) and pays \$20 to \$25/hour depending on experience. The program is funded by an 18 month-long grant. The successful candidate is expected to serve for the full period of the grant. This position does not include any HR benefits, however, we offer flex time, training, and a dynamic, supportive, and collaborative setting. This position reports to the Green Transportation Team Leader.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Vision and Mission:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Our mission is to bring together community expertise, creativity, and resources to champion high-impact regional climate solutions that inspire other communities to do the same. For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>