

ADVANCED ENERGY JOB OPPORTUNITY

NC GreenPower Business Fellow – PAID 12 month position



The NC GreenPower (NCGP) Business Fellow will provide marketing, communications, event planning and business development assistance for NCGP. The successful candidate will assist in the implementation of marketing plans, make revisions to collateral materials, coordinate volunteers, assist with social media, website content and newsletters, and support business development efforts. In addition, he/she will provide general administrative and program support to the NCGP team. The NCGP Business Fellowship is a one-year temporary position designed to help a new or recent graduate apply their academic training to the business environment.

Responsibilities:

- Perform a wide range of administrative support activities including data entry, creating and sending correspondence, reporting, and coordination of event logistics.
- Increase awareness of NC GreenPower’s mission and products through participation in corporate PR and outreach events.
- Develop, research and follow through on leads; sign up participants to support our Solar Schools Pilot, and/or purchase renewable energy and carbon offsets.
- Assist with preparation and delivery of presentations at conferences and outreach events.
- Utilize Microsoft CRM (Customer Relationship Management) to maintain and update information on leads, customer interactions and sales activities.
- Update and maintain reports, website and marketing copy.
- Coordinate statewide volunteer-based Speakers Bureau; help to recruit and train speakers.
- Handle requests, distribution and inventory of promotional materials.
- Schedule and assist with setting up materials for exhibits and events; coordinate logistics and attend events as needed.
- Participate in the implementation of the NCGP strategic marketing plan; assist with key marketing strategies to meet business objectives related to goals.

- Ensure that marketing plan achieves the desired objectives by performing various measurements and reporting activities.
- Assist with content and maintaining of social media: Facebook, Twitter, LinkedIn
- Create and write blog content.
- Assist NCGP staff to coordinate and support activities between teams.
- Other duties as assigned.

Qualifications:

Bachelor's degree with concentration in business, communications, marketing, nonprofit, public relations or relevant field required. To be eligible, candidates must have graduated within the past two years. Proficiency with MS Office and Windows-based computer applications and basic knowledge of Adobe InDesign, Illustrator, and Photoshop is required. Familiarity with WordPress is a plus. Individual must have strong communication, public speaking and presentation skills. Knowledge of the renewable energy industry is preferred, but not required. Individual must be able to lift and carry 30 pounds and perform light manual labor. Light to moderate amounts of in-state travel is required, as well as limited evening and weekend work.

Advanced Energy offers a team-oriented, high-performance work environment with excellent facilities, benefits and a commitment to work/life balance. Please mail or email your resume and a letter of interest to:

Advanced Energy Corporation

Attn: Human Resources

909 Capability Dr.

Suite 2100

Raleigh, NC 27606

jobs@advancedenergy.org

Advanced Energy is proud to be an Equal Opportunity / Affirmative Action Employer.

NC GreenPower was formed in 2003 by Advanced Energy.