



**Position:** Coordinator, Clean Fuels/Vehicle Tech.  
**Reports to:** Program Director  
**Location:** Bismarck, ND  
**Status:** P-Time (approx. 22.5 hours per week)

Date: 11/1/2009

**JOB SUMMARY:**

Coordinate North Dakota activities of the ALAUM's Clean Air Choice™ program and the U.S. Department of Energy's Clean Cities program. Activities focus on educating motorists about the environmental and health benefits of using cleaner fuel and vehicle technologies. Candidate will also conduct activities serving to educate North Dakotans on the health effects of radon in homes and monitor ALA in ND office facility. This is a 22.5 hours per week position with limited benefits.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Coordinate events such as fuel promotions and fleet workshops
2. Develop educational and marketing materials
3. Create annual marketing/media plan
4. Maintain appropriate records of activities
5. Provide quarterly and final reports for grants/partnerships
6. Act as spokesperson at events and with the media
7. Assist in development of program proposals and presentations
8. Database management
9. Office coordination such as responding to telephone calls, mail and delivery.

**QUALIFICATIONS:**

**Education and Experience Required:**

- ?? Background in environmental issues, public health or communication

**Knowledge Required:**

- ?? Working knowledge of Microsoft Word, Xcel, Publisher, and Outlook
- ?? Knowledge of Internet and social media

**Skills Required:**

- ?? Excellent customer service skills
- ?? Excellent written and oral communication skills
- ?? Enthusiasm and creativity

**Abilities Required:**

- ?? Ability to manage multiple tasks
- ?? Ability to work with volunteers
- ?? Ability to lift 50 pounds
- ?? Some travel required -- ability to work flexible hours and hold a valid ND drivers license
- ?? Non-smoking/non-tobacco per policy of ALAUM

To apply send cover letter and resume to:  
Human Resources  
American Lung Association of the Upper Midwest  
3000 Kelly Lane, Springfield, IL 62711  
[hr@lungum.org](mailto:hr@lungum.org) – or -- 217-241-3573–fax