



Education and Workforce Programs Associate

ABOUT OUR ORGANIZATION:

The Ohio Natural Energy Institute is a non-profit energy education program dedicated to educating people about the indispensable industry that makes life better for every Ohioan. We deliver the truth about the essential energy that makes life better.

GENERAL JOB DESCRIPTION:

The Education and Workforce Programs Associate will deliver factual information regarding the natural gas and oil industry through public outreach programs and special events. This includes programs directed towards teachers and middle/high school student populations through workshops, career fairs, and guest speaking appearances. The Education and Workforce Programs Associate will also be responsible for building and evolving partnerships with educators and local business communities through collaboration and speaking engagements.

DUTIES AND RESPONSIBILITIES:

- Classroom presentations virtually and in person
- Outreach to schedule presentations and events with schools and career technical centers
- Plan, organize, attend, and present at events such as teacher professional development workshops, community events, and conferences
- Order and prepare supplies and materials for presentations/events
- Other duties as assigned

KEY COMPETENCIES:

- Public speaking to all age groups
- Ability to work independently, and effectively collaborate across a team
- Excellent verbal and written communication skills
- Proficient computer skills with email, Microsoft Office, Google applications, etc.
- Ability to work well under pressure
- Professionally represent an organization and industry
- Flexibility

QUALIFICATIONS:

- Education: minimum of associate degree
- Teaching experience and/or knowledge of the natural gas & oil industry are preferred but not required

REQUIREMENTS:

- Must be able to:
 - Lift 50 pounds
 - Stand for long periods of time
 - Drive for long periods of time (mostly within Ohio)
- Evening, weekend, and overnight availability for presentations/events
- Reliable transportation

LOCATION:

- In-person (office in Pataskala, Ohio, plus travel) with remote opportunities

SALARY RANGE:

- \$35,000-\$45,000

BENEFITS:

- PTO
- 401k
- Health, vision, and dental insurance
- Life insurance
- Maternity/paternity leave
- And more

Interested? Send your resume to Bruce@OhioNaturalEnergy.org.