



# CITIZENS UTILITY BOARD

## Fighting for Illinois Consumers

**Job Posting:**        **Carbon Free Buildings Coordinator (Full-time)**

**Reports To:**        **Outreach Director**

The Citizens Utility Board (CUB), one of Illinois' premier consumer advocacy groups, is seeking a Carbon Free Buildings Coordinator to help bring about an affordable, clean, and just energy future. This individual will engage with community members, environmentalists, and policymakers to identify and implement equitable building decarbonization solutions. This is an exciting opportunity to work with a respected group fighting electric/gas rate hikes, preventing rip-offs, and advocating for a sustainable energy future, with a focus on residential solar and affordable building decarbonization.

Why people like working at CUB:

- Competitive salary, commensurate with experience;
- Health and dental insurance;
- Employer-paid life insurance and employee assistance program;
- 401K with company match;
- Vacation, PTO, and sick time;
- Extra week of vacation for all staff members, Dec. 24 through Jan. 1;
- Hands-on experience at a respected, hardworking nonprofit once praised by The St. Louis Post-Dispatch as the "gold standard" of consumer groups nationwide.

What you'll do at CUB:

- Engage and educate the public on utility policy, renewable energy, building decarbonization, energy efficiency, demand response and other topics;
- Research and establish relationships with promising organizations, elected officials, municipalities and businesses to promote CUB's services;
- Work with fellow CUB staff members to create a strategic outreach plan and identify what methods work best at the grassroots level;
- Stay up-to-date on ever-changing utility and clean energy policies and programs in Illinois;
- Work with CUB's communications department to develop consumer-facing publications and keep those publications up-to-date;

- Participate in or monitor selected program oversight and development processes on behalf of the organization;
- Represent the organization at conferences, coalition meetings and other settings as needed;
- Schedule and conduct speaking engagements to introduce CUB's services to consumers and decision-makers;
- Staff informational tables and conduct individual utility bill analyses;
- Help with pre- and post-event logistics and data-entry;
- Help with managing grantor relationships and grant-reporting;

...and other duties as assigned.

What we need from you:

- Proven commitment to public interest work;
- Energy, enthusiasm, the ability to connect with a wide range of people;
- Great attention to detail;
- Ability to self-start and work with minimal supervision;
- Valid driver's license and willingness to work some nights and weekends;
- Experience with Microsoft Office;
- Exceptional written and verbal communication skills;
- Established local connections or previous outreach work in Illinois a plus.

To apply, email letter of interest and resume to:

Ivonne Rychwa, Outreach Director  
irychwa@citizensutilityboard.org  
NO PHONE CALLS PLEASE