



E4 Carolinas
Historically Black College and University Energy Leadership Pathway
Program Manager

The E4 Carolinas Pathway Program Manager is a part time (20 hours per week) position supporting the Pathway Program Director in organizing and producing the Carolina Historically Black College and University (HBCU) Energy Leadership Pathway (Pathway) program in accordance with the Pathway program established and budget adopted by E4 Carolinas and E4 Carolinas' Justice, Equity, Diversity and Inclusion Council (JEDI Council). The Program Manager will support the Program Director in managing grants awarded to E4 Carolinas for operation of the Pathway.

Please submit your 1) application letter, 2) resume and 3) annual salary requirement to Employment@e4carolinas.org

The Program Manager will support the Program Director in the following activities and responsibilities assigned from time to time by Program Director:

- Organization and production of the Council meetings and meetings of any Council committee or task force;
- Development of a detailed four and one half year plan and budget, work plan and calendar for the Pathway;
- Procurement of materials and services for production of the Pathway's meetings, events and activities in compliance with E4 Carolinas' Financial Practices Manual, as updated from time to time, and in collaboration with E4 Carolinas' Finance Director;
- Supervision of the Pathway's Program Manager;
- Maintenance of productive relationships with the appropriate staff in each of the HBCUs participating in the Pathway to facilitate student Pathway engage and immersion, the organization of activities and events, the use of space, etc.;
- Maintenance of productive relationships with the appropriate staff in each of the collaborating companies and organizations participating in the Pathway to facilitate student engagement, the solicitation of speakers, curriculum content, field trips, internships and other support;
- Recruit students at the various participating Carolina HBCUs to participate and support their participation in the Pathway;
- Recruit other Carolina HBCUs to participate in the Pathway when appropriate;
- Recruit other companies and organizations to participate in the Pathway; and
- Seek and secure Pathway funding and support E4 Carolinas and the JEDI Council in seeking and securing Pathway funding.

The preferred candidate for this position will hold at minimum a four year degree. Experience in interacting with customers, members or students is required. Energy industry experience is desired. Experience in leading programs specifically designed to engage minority populations is desired. Ideally, the successful candidate will have a history of extensive engagement with minority students and a working knowledge of best practices in the recruitment, retention (academic and social supports) that lead to the successful placement of minority students into meaningful internships, post-graduate employment and/or graduate school.

Required Skills:

Offices at: University of North Carolina at Charlotte PORTAL Building, Suite 303 | 9319 Robert D. Snyder Road, Charlotte, North Carolina 28223



- Supporting programs and people;
- Meeting and event organization and production;
- Budget management;
- Financial and written report development and organization; and
- Online tool use, including Outlook, Dropbox, Eventbrite, social media and online conferencing

The Program Manager will work from one of E4 Carolinas offices in Charlotte, NC, Raleigh, NC or Columbia, SC and may not be located in the same office with the Program Director. This position requires discipline to accomplish demanding tasks with periodic direct supervision and the ability to work virtually through technology with E4 Carolinas' staff located in other similar offices. Virtual work (outside an E4 Carolinas' office) will be allowed at the direction of E4 Carolinas' Chief Executive Officer.

The Pathway Program Manager is a part time (20 hour per week), regular, exempt position paid an annual salary dependent upon education and experience, with the opportunity to earn up to a ten (10) percent annual bonus, prorated for time served during a calendar year. The Program Manager responsibilities may require working extended hours from time to time. Travel may periodically be required within the Carolinas. Most travel will be "same day", but some may be overnight. E4 Carolinas employees may participate in E4 Carolinas health insurance plan, are paid a phone stipend, parking at their base office location and are reimbursed for their reasonable travel expenses. E4 Carolinas observes eight holidays and employees earn 2 days personal time off (vacation/sick) for each month worked, prorated for time served during a calendar year.

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