



Vacancy Site Assistant

Position Classification:	Part time, Non-Exempt (Hourly) Temporary 20 hours/week
Salary:	\$17-\$19/hour (Salary is commensurate with experience)
Based:	Custer, WI
Start Date:	As soon as able, beginning mid-February
Approximate End Date:	July 14, 2023

To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for three professional references (PDF)

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be reviewed as they are received. **An applicant may be selected at any time before March 31, 2023. Please submit your application as soon as possible.**

Job Description

The Site Assistant is responsible for assisting in the maintenance and development of the facility, equipment, vehicles, and grounds of the MREA main office and property in Custer, Wisconsin. The property consists of an office building, training building, storage shed, multiple training and demonstration systems as well as 65 acres of property, which includes 40 acres of seasonal campsites. The site has active solar electric, wind, and solar thermal installations that provide heat and power to the facility and that also serve for training and demonstration.

In addition, the Site Assistant works closely with the Site Manager as well as the events staff to prepare and manage the site for The Energy Fair, including permitting coordination, rentals, and campground preparation as well as Move Some Earth Day and Brisk Fall Clean Up Day. The Site Assistant also works with the MREA training team to ensure that tools, equipment, and transportation are maintained and organized as appropriate and works proactively to ensure the campus is safe for all training and events.

Key Responsibilities

1. Facility

- Assist in maintenance of Custer grounds seasonally including grass mowing, tree pruning/removal, snow removal, landscaping, and other activities as appropriate.
- Assist in building maintenance as needed including office remodeling, painting, appliance maintenance.
- Assist in leading volunteers during MREA spring workday, Move Some Earth Day (May 13, 2023).
- Adhere to safety guidelines of MREA programs and practices.

2. Program Coordination

- Energy Fair
 - Assist in preparation of MREA grounds in months leading up to June Energy Fair event.
 - Assist in event setup, maintenance, and tear down.
 - Oversee and administer the garbage, recycling, and compost collection strategy in association with Recycling Connections.
 - Assist in coordination of storage and maintenance of Energy Fair equipment.

3. Administration

- Participate in MREA staff meetings and planning sessions as necessary.

4. Human Resources

- Participate in staff evaluations, meetings, staff workdays, and professional development days as appropriate.
- Manage volunteers, assistants, and interns as needed.

Qualifications

A successful candidate will be/have:

- Results oriented and self-directed, with a passion for the MREA's mission.
- Demonstrated ability to work on a team and manage individual projects.
- Construction experience and familiarity with operating common hand and power tools, equipment, machinery, and vehicles.
- Building maintenance experience including repairs and basic renovations.
- Competency to run outdoor waterlines, indoor coffee maker lines and repair leaks.
- Familiarity with building temperature management, including wood heating.
- Landscaping experience including tractor use, snowplowing, tree removal, and vegetation management.

Preference will be given to candidates who have:

- Significant experience in the renewable energy industry
- Instruction experience and are interested in teaching/giving tours
- Construction management experience

Compensation & Benefits

- Salary is commensurate with experience
- Flexible work environment
- Free electric vehicle charging at Custer Office
- Casual dress code
- Free registration to MREA trainings

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About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to building a diverse staff and strongly encourages applications from qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, mental or physical disability, source of income, national origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate on the basis of these characteristics in any personnel action.