

**Part-Time Position with Clean Fuels Ohio**  
**Title:** Development Program Assistant  
**Application Deadline:** April 30, 2022  
(Candidates will be considered as they apply.)

**Overview:**

Clean Fuels Ohio is looking for a detail-oriented, driven, creative individual to serve as the Development Program Assistant serving the Clean Fuels Ohio membership program, tracking interactions, coordinating membership benefits, conducting research and analyses, and drafting collateral.

**About Clean Fuels Ohio:**

Clean Fuels Ohio is a statewide nonprofit organization based in Columbus, Ohio. Our mission is to improve air quality and health, reduce environmental pollution, and strengthen Ohio's economy by increasing the use of cleaner, domestic fuels, and energy-saving vehicles.

**Qualifications:**

Bachelor's degree (minimum) and related experience required. Must have excellent written and verbal communication skills and a demonstrated passion for detail-orientation. Applicants must be able to learn new programs/processes quickly, demonstrate efficient and effective research skills, and be interested in working creatively and collaboratively with staff in other programs. Educational experience related to transportation energy, environmental sustainability, and non-profit programming is preferred but not necessary. Experience in the following programs preferred but not required: Canva, Salesforce, Wordpress, Monday.com. **An interest in our organizational mission and a desire to be an effective member of our team is required.**

**Job Responsibilities Include:**

**Membership**

- Complete research projects for internal and external use.
- Compile data into various reports used in outreach and internal analysis.
- Prepare and participate in presentations to staff.
- Data entry and analysis of membership deliverables and interactions via required processes and channels.
- Scheduling and attending calls with members.
- Coordinating with various members of staff to develop and deliver on member-benefitting projects.
- Research member activity and news.
- Coordinate circulation of quarterly member and policy reports.

**Development:**

- Research current and potential new funders.
- Coordinate with Communications team to update programmatic collateral.

**Internship Period:** May 2021-May 2022 (timing is negotiable)

**Hours Required:** 20-40/week (semester dependent)

**Location:** 3240 W. Henderson Rd., Ste A, Columbus, OH 43220. Remote option can be discussed.

**Salary:** Undergraduate: \$12/hr , Graduate: \$15/hr

**To Apply:** Send cover letter and resume by email to Rachel Ellenberger, Development Director, at: rachel@cleanfuelsohio.org with the subject line "Development Program Assistant."