

Program Assistant - Drive Electric Ohio

We are looking for a driven and organized student or young professional with strong writing, research, and interpersonal skills and Diversity, Equity, and Inclusion (DEI) interests. DEI experience is a plus. Clean Transportation knowledge is a plus but is not necessary. **This Program Assistant position is a 20 hour/week part-time position, and can be on a remote, in-office, or hybrid schedule.**

About us

Drive Electric Ohio (DEO) is an initiative of Columbus-based nonprofit organization, Clean Fuels Ohio, focused on expanding electric vehicle adoption across the state. We work with a range of industry, government, and nonprofit stakeholders to accelerate electric vehicle adoption and prepare Ohio for the rapidly expanding electric vehicle market. We coordinate the interests of electric utility companies, vehicle/equipment manufacturers, other nonprofits, and Ohio drivers together with policy efforts at all levels to bring environmental and economic benefits to our state.

About this role

DEO priorities include:

- Equity and Environmental Justice work
- Grassroots organizing of electric vehicle owners
- Dealership education and infrastructure planning
- Stakeholder engagement and coalition management

In this position, your work will be involved with:

- State and local “EV-ready” policy
- EV manufacturing and market trends
- Electric utilities and regulatory boards
- Strategies utilized by other similar nonprofits
- Other topics you propose

Your weekly schedule may include:

- Weekly organization-wide meetings
- Weekly check-ins with full-time DEO staff
- Research and lead generation
- Outreach to potential volunteers and program partners
- Optional travel to statewide events
- Supporting and assisting full time DEO staff – such as scheduling meetings, responding to emails, drafting documents, and other miscellaneous tasks

Example of a research project:

<https://docs.google.com/document/d/1K0Fx4isSZTSGfLut5L3qo4vefQ6SA74--P76mAYpxgE/edit?usp=sharing>

Benefits

- \$12/hour for undergraduate students and \$15/hour for graduate students
- Gain valuable experience in an environmental nonprofit workplace
- Network with energy and transportation stakeholders in industry and government while shadowing Clean Fuels Ohio staff
- Develop an extensive knowledge of the clean energy industry and all matters of policy surrounding it
- Develop your memo writing, professional research, and presentation skills
- Test drive electric vehicles!
- Become a more competitive candidate for full-time positions within the organization

How to apply

Apply by sending a **resume and cover letter** via email to **both** Maggie and Olivia with “**DEO Program Assistant**” in the subject line.

Maggie Hirt
Outreach & Organizing Coordinator, DEO
maggie@cleanfuelsohio.org
(614) 884-7336 ext. 304

Olivia LoGuidice
Outreach & Organizing Coordinator, DEO
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(614) 884-7336 ext. 319

Equal Opportunity Employer: At Clean Fuels Ohio we believe that to truly succeed in our mission members of underrepresented groups, and communities disproportionately affected by environmental pollution, must share an equitable position in the industry. We strongly believe that environmental justice is one of the key cornerstones of our work. Therefore, we actively encourage applications from members of underrepresented groups and prioritize bringing more diverse and inclusive voices to the table.