



## Air Quality Program Officer

### Company Overview:

The Regional Air Quality Council (RAQC) is the lead agency for air quality planning for the Denver Metro/North Front Range region. Established by a Governor's Executive Order, the RAQC develops air quality plans and initiatives with the input of local governments, the private sector, stakeholder groups and citizens. The RAQC also develops and administers air quality improving programs and outreach efforts to reduce emissions that degrade urban air quality and our climate. For more information regarding the RAQC and its programs, please visit our web site at [www.raqc.org](http://www.raqc.org).

### Job Summary and Responsibilities:

The qualified individual will report to the Executive Director and will work in collaboration with the mobile sources team and the administrative team.

The individual selected for this position will develop and manage the Charge Ahead Colorado Program's light duty electric vehicles (EV) & electric vehicle supply equipment (EVSE) grant programs and initiatives in support of adopting electric vehicle infrastructure and zero emission vehicles in the Regional Air Quality Council's program area. The Program Officer is responsible for managing all aspects of the RAQC's Charge Ahead Colorado grant program, as well as other mobile source emission reduction and strategies defined by the RAQC. Additional duties, as assigned.

### Required Competencies:

#### *Occupational Competencies*

- **Experience:** Minimum of 3 years professional experience in energy or transportation related program management. Colorado market experience preferred.
- **Electric Vehicle market:** Knowledge of electric and zero emission vehicles and charging/fueling infrastructure. Understanding of trends and major driving factors in the electric vehicle market, methodologies and practice, and the identification of the major stakeholders a plus.
- **Air quality knowledge:** General knowledge of air pollution control and climate change mitigation programs and principles.
- **Grant management:** Experience managing grants and grant-funded programs.
- **Project management:** Understand project management and the activities which comprise this area. Know the variables implied in project management such as time, resources, requirements, deadlines, and responding to unexpected events.
- **Time Management:** Strong time management and organizational skills. Demonstrates a high level of initiative as well as the ability to work both independently and in a team environment.
- **Microsoft office:** Possess the ability to work with the standard programs contained in Microsoft Office Suite at a capable level.

## **Required Competencies (continued):**

### *Foundational Competencies*

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- **Service Orientation:** Actively looking for ways to help people.
- **Coordination:** Adjusting actions in relation to others' actions.
- **Communication:** Strong written, oral, and presentation communication skills. Ability to convey information effectively.
- **Monitoring:** Monitoring/Assessing performance of Charge Ahead Colorado program to make improvements or take corrective action.

## **Preferred Competencies:**

### *Occupational Competencies*

- **Education:** Bachelor's degree in related field preferred.
- **Contract management:** Contract management experience including developing and tracking budgets preferred.

### *Foundational Competencies*

- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

## **Primary Activities:**

- Manage the Charge Ahead Colorado grant program including administering requests for applications, application evaluations, award notifications, contracting, and grantee management. Assist grantees in overcoming barriers that could impact project completion
- Ensure accurate and timely reporting on grantees, program progress, and metrics
- Conduct stakeholder engagement, and regular program evaluation to ensure programs remain responsive to changing market conditions
- Engage with State agencies and other stakeholder groups to coordinate on program outreach and program development opportunities.
- Track and regularly report on program budgets including all contractor and program-related expenditures.
- Manage invoicing for the Vehicle Advanced Repair Project (VARP) conducted in coordination with Colorado Department of Public Health and Environment's Emissions Technical Centers.



### **Primary Activities (continued):**

- Support development of the RAQC's annual work plan and budget by providing all necessary Charge Ahead Colorado reports and projects.
- Contribute to the analysis and development of air quality and climate improving emission reduction measures.

### **Job Details:**

- Location: 1445 Market Street, Suite 260, Denver, Colorado 80202  
Remote working environment during the COVID-19 pandemic.
- Exempt, full time
- Salary Range: \$4,200-\$6,147 per month
- Benefits include group health insurance, sick and vacation leave, paid holidays, retirement plan contribution, flexible spending plan and a transit pass.
- To apply: In addition to a current resume, please submit a cover letter detailing relevant experience and qualifications. Please submit requested application materials to Misty Howell, Operations Director at [mhowell@raqc.org](mailto:mhowell@raqc.org) with subject line: **Air Quality Program Officer position.**
- Application period: Initial deadline is January 15, 2021, will remain open until filled.

**Disclaimer:** The above information has been designed to indicate the general nature of this position. This announcement is not designed as a comprehensive inventory of all duties and responsibilities required for employees assigned to this position.

**The RAQC is an Equal Opportunity Employer organization.**