



125 N. State Street, Concord, NH 03301 | 603.573.9926

Events & Administrative Coordinator

About Clean Energy NH

Clean Energy NH (CENH) is a statewide nonprofit organization leading New Hampshire's clean energy transition. We deliver policy and technical expertise to empower businesses, municipalities, and policymakers to make informed energy decisions to lower costs, improve sustainability, and realize the other benefits of New Hampshire-based energy solutions.

CENH represents over 700 business, municipal, and individual members throughout the state who turn to us as the leading clean energy policy organization in New Hampshire. The organization has played a leading role in crafting and defending key policies in support of transitioning to a clean energy economy and serves as a key liaison to local decision-makers who are seeking to reduce their energy spending and achieve their clean energy goals.

CENH is a young and dynamic organization. Our team culture is action-oriented, problem-solving, and collaborative. We seek "doers" who are driven by results.

About the Position

The Events & Administrative Coordinator plays a key role in supporting CENH's day-to-day operations and event programming. This is an ideal opportunity for someone who is highly organized, energetic, and eager to contribute to a mission-driven organization at the intersection of clean energy, policy, and industry.

This position is overseen by the Deputy Director. The Events & Administrative Coordinator will help bring CENH's events to life while keeping our office running smoothly.

Responsibilities

Event Coordination (65%)

- Lead and manage event logistics: venue coordination, vendor communication, materials preparation, technology needs, catering, attendee and volunteer communications via email, sponsor and partner outreach, registration management, and day-of support, working closely with members of each team to ensure successful event execution
- Provide administrative and operational support for a range of events, including but not limited to: NH Energy Week, the Local Energy Solutions (LES) Conference, networking and member events, workshops and webinars, fundraising events, Board meetings, staff retreats, and internal celebrations
- Attend event-related meetings as needed and prepare/assemble materials for events/meetings
- Supervise staff and volunteers who are brought in to assist with events
- Track event timelines, deadlines, and action items across concurrent events

- Coordinate with speakers, sponsors, and partner organizations as needed
- Assist with post-event follow-up including photo/video collection, attendee communications, and recap documentation

Administrative Support (20%)

- Provide general administrative support to the CENH team, including scheduling, correspondence, and document management
- Assist with preparing agendas, schedules, presentation materials, and record minutes for recurring meetings to include, but not limited to Staff Meetings and Board Meetings; track follow-up items for leadership and above to ensure completion
- Assist with maintaining organizational systems, shared drives, and internal calendars
- Maintain the CENH All Staff calendar in collaboration with leadership
- Support strategic improvements in office operations by streamlining processes, strengthening internal communications, and leading change initiatives that enhance organizational efficiency and staff effectiveness
- Assist in the preparation of regularly scheduled reports
- Recruit and coordinate new and current volunteers, match volunteers with opportunities that meet their interests, and keep volunteers informed of opportunities
- Manage supplies, inventory and vendor relationships to support office functionality
- Communicate office issues, updates, and reminders to staff
- Assist with new employee onboarding in coordination with leadership
- Collaborate with leadership to evaluate and implement administrative systems and procedures that optimize workflow
- Exercise sound judgement on routine administrative decisions; escalate complex issues appropriately

Office & Communications Management (15%)

- Monitor and manage the organization's main inbox (hello@) and primary phone line, responding to inquiries promptly and routing messages to the appropriate team member
- Serve as a friendly and professional first point of contact for external inquiries
- Coordinate staff recognition efforts, including organizing and sending birthday cards and other team celebrations
- Place and manage office supply orders, ensuring common areas and workspaces are consistently stocked and organized
- Oversee ordering of organizational merchandise, branded stickers, and promotional materials, tracking inventory and reordering as needed



125 N. State Street, Concord, NH 03301 | 603.573.9926

All CENH staff are expected to engage in a professional manner with members, represent the organization in public venues, help organize and participate in CENH events, assist and support fundraising efforts, and collaborate with other staff members to achieve organizational goals.

Required Qualifications:

- 1–2 years of experience coordinating events end-to-end, including venue and vendor management, volunteer coordination, and day-of logistics
- Exceptional organizational and planning skills and strong attention to detail
- Strong written and verbal communication skills
- Proficiency with Google Suite products and MS Office Suite, and comfortable learning new tools and platforms
- Experience using Eventbrite or a comparable event registration platform
- Ability to manage multiple priorities and deadlines in a fast-paced environment, with a strong ability to multi-task and adapt to a changing circumstances
- Demonstrated ability to handle sensitive information with discretion and sound professional judgement
- Ability to work independently and self-direct day-to-day priorities with minimal supervision
- Collaborative, team-oriented mindset with a proactive attitude

Preferred Qualifications:

- Experience working in a nonprofit or membership association environment
- Experience supporting board or committee meetings, including materials preparation and minutes
- Familiarity with CRM or contact database tools
- Knowledge of clean energy technologies, principles of the clean energy transition, or climate change policy
- Familiarity with digital applications such as Canva, Wix, and [Monday.com](https://www.monday.com)
- Experience tracking event or project budgets and managing expenses against targets
- Self-motivated with a positive and professional approach to management

Benefits and Compensation

The salary range for this position is \$50,000 - \$55,000, commensurate with experience. CENH offers a comprehensive benefits package including:

- A generous time off policy, including paid sick leave, family and parental leave, and vacation
- A 3% employer contribution to a 403b retirement plan
- Health, dental and vision insurance
- Flexible working arrangements, including the ability to work from home or from our Concord offices, as convenience dictates



125 N. State Street, Concord, NH 03301 | 603.573.9926

Interested candidates should send a cover letter, resume, and references to apply@cleanenergynh.org. In your cover letter, tell us why you're excited about this role and how your experience prepares you to support CENH's mission.