**We’re Hiring a Sustainable Business Associate**

The Michigan Energy Innovation Business Council ([Michigan EIBC](https://mieibc.org/)) and Institute for Energy Innovation ([IEI](https://mieibc.org/iei/)) are hiring a **full-time entry-level associate**. Recent or soon-to-be graduates are encouraged to apply. Join our small, dynamic, team to support the clean energy and sustainable business community!

Collectively, Michigan EIBC and IEI are the voice of the advanced energy and sustainable business industry in Michigan, representing nearly 150 member companies to policy makers, convening thought leaders and experts, crafting legislation and regulations, educating the public, and providing networking opportunities.

**Anticipated tasks include:**

* Assist in managing, maintaining, and organizing data across multiple software platforms
* Maintenance and clean-up of membership data in Salesforce
* Communication and collaboration with members of the advanced energy industry
* Assist with member retention and new member outreach
* Assist in event logistics planning and tracking
* Assist with preparation, execution, and follow-up for events
* Assist in management of multiple social media platforms
* Support regulatory and legislative policy efforts including research, report writing, and participation in key meetings

**Desired qualifications include:**

* Experience or education in business, political science, sustainability, clean energy or environment
* Eagerness to step-in to help with any task to support a small team
* Ability to communicate professionally with business leaders and partners
* Ability to balance multiple tasks at once
* Strong self-motivation and ability to take initiative
* Strong written and verbal communication skills
* Attention to detail and organizational capabilities

**Benefits:** This position offers a competitive salary ($35,000 - $40,000) with generous benefits including vacation (4 weeks paid), health and dental coverage (100% of premiums covered), flexible work hours, parental leave, retirement contribution matching, monthly cell phone and internet stipends, reimbursement for travel expenses, and reimbursement for certain office expenses.

**Location:** Work from home in a virtual environment. The preferred candidate would be willing/able to attend meetings in the Lansing area approximately once per month.

**To apply, please fill out** [**this form**](https://docs.google.com/forms/d/e/1FAIpQLSf2DjgAhsvsbhtI4r19R635ycEfLsjOmGdw4MRJlNO0sqX1BA/viewform?usp=sf_link) **(including submission of a resume and cover letter)**

**by Tuesday January 31, 2023 at 5:00pm ET.**

**Please direct any questions to Jamie Scripps (****jamie@hunterstonconsulting.com****).**

Organizational Backgrounds

Michigan EIBC is a trade organization of nearly 150 advanced energy companies doing business in Michigan. The organization’s mission is to grow Michigan’s advanced energy economy by fostering opportunities for innovation and business growth and offering a unified voice in creating a business-friendly environment for the advanced energy industry in Michigan. Michigan EIBC is governed by a Board of industry leaders.

IEI is a Michigan-based non-profit that works to promote greater public understanding of advanced energy and its economic potential for Michigan, and to inform the policy and public discussion on Michigan’s energy challenges and opportunities. IEI is governed by a Board of energy leaders with deep connections to industry, research, finance, and policy.