

Board Administration Support

Polar Bear Sustainable Energy Cooperative (PBSE) is seeking a skilled, reliable, and values-aligned individual for the part-time role of **Board Admin Support**.

PBSE is a young consumer cooperative aimed at providing holistic energy services to our members in Highland Park, Detroit, and beyond. We focus on low-income BIPOC communities who face barriers to access to energy efficiency, clean energy, and other solutions to improve affordability, reliability, and health.

The Board Admin Support will assist our founding board in staying organized and in compliance with our bylaws as we develop our initial programs to advance this mission.

Specific duties include:

- Attending Board meetings every 3 weeks (Wednesdays from 6-7pm)
- Taking notes in meetings and circulating notes to members
- Reviewing bylaws to ensure Board motions do not violate bylaws and the Board is taking all required action to stay in compliance with bylaws
- Coordinate with bookkeeper to ensure timely delivery of monthly financial statements for Board meetings
- Working with Chair to prepare agendas for upcoming meetings, reading prior meeting minutes to ensure agendas address any hanging items, and circulating agenda to members in advance of meeting
- Maintaining an up-to-date contact list of Board members and PBSE members
- Maintaining an up-to-date digital file of all organizational documents including member agreements

The Board Admin Support will report to the Board Executive Committee, consisting of Brian Donovan (Chair), Gibran Washington (Secretary), Eli Gold (Vice-Chair), Akanke Hill (Treasurer).

This will be an hourly contract 1099 position which we anticipate being under 5 hours per month. Projected hourly range for this position is \$40-60 per hour, commensurate with experience. PBSE will accept proposals with a higher hourly rate for exceptional candidates.

Desired qualifications are:

- Experience serving on community-based boards
- Experience with formal minutes, motions, and organizational governance
- Background with consumer cooperatives
- Background in the energy sector, especially with implementation of home solutions like weatherization and rooftop solar

Alignment with values of racial and economic justice, energy justice, and the Jemez Principles for Democratic Organizing (<https://climatejusticealliance.org/jemez-principles/>)

To Apply: send an email to jobs@pbse.coop

Thank you!