



## Position Description

**Position:** G.E.T. Solar Program Manager (2 positions, Full-Time)

**Compensation:** Salary: \$55,000 - \$63,000, depending upon experience; 3 weeks paid time off with additional PTO from December 23 to January 2 when the offices are closed; paid holidays, health benefits, 35-hour work week; option to work remotely

**Background:** The Pennsylvania Solar Center (PA Solar Center) is a 501c3 nonprofit organization with a mission to guide Pennsylvania to becoming a leader in renewable energy through rapid and broad expansion of in-state solar to create more resilient communities and a vision to connect all Pennsylvanians to the benefits of solar. The PA Solar Center provides assistance to non-profit organizations, school, municipalities and businesses to go solar, offers resources and education for all solar stakeholders, and advocates for robust solar policies that build resilient communities.

The *G.E.T. Solar* program is the Center's flagship program that provides technical assistance to tax-exempt organizations, businesses, local municipalities, and schools. Once an organization applies to the program, PA Solar Center completes a solar assessment of the property and places the project out to developers for bids. The Center helps the client to understand the bids and to identify funding options for the project. Through the *G.E.T. Solar Communities* program, the Center also works directly with communities to encourage them to reach out to their organizations to go solar. There are dozens of projects currently in our queue, and we anticipate an additional 100 projects to come into the program in 2023. Therefore, we are looking for two self-motivated program managers with a high level of organizational skills to help us manage this workload.

**Description:** The PA Solar Center is searching for two Program Managers with solar industry and/or project management experience to support the Solar Center's *G.E.T. Solar* and *G.E.T. Solar Communities* programs. These positions will assist and report to the Director of Programming. The Program Managers will primarily be responsible for working with community/municipal leadership, businesses, and nonprofit organizations guiding them through the entire solar procurement process. The Program Managers will be responsible for providing organizations with basic solar estimates and savings predictions using digital resources and electricity service information.

The Program Managers will track and record necessary data for each project and ensure prompt movement through a structured process, utilizing Microsoft Office suite of programs (Outlook, Excel, Word, etc.) and other software. The Program Managers will be required to understand basic cash flow model and communicate common solar finance strategies to organizations with little or no solar education. The Program Managers will also assist in scheduling meetings and coordinating communication between the Director of Programming, participating organizations and communities, solar developers, and various solar stakeholders. The Program Managers will proofread documents and regularly field email, phone, and website inquiries from organizations and individuals interested in entering the *G.E.T. Solar* program. On rare occasions, the Program Managers may be asked to travel and lead presentations to potential solar stakeholders, but most work with communities will be done remotely.

These positions provide an opportunities to make a significant difference in both helping to increase solar adoption statewide and reduce carbon pollution and to learn about the rapidly expanding solar industry by supporting a dynamic and fast-paced team.

The Program Manager positions are full-time (35 hours/week) for 24 months with likely possibility for extension, dependent upon funding. Health and paid time off benefits will be available with full-time employment. Candidates must be located in Pennsylvania but may work remotely. Work hours are somewhat flexible but will occur primarily during the weekday hours of 8:00 am to 5:00 pm with some mandatory weekly and ad hoc virtual meetings during these times.

The Program Manager will:

- Track, record, and manage data related to organizations seeking solar, solar finance, grant opportunities, and solar assessments and bids from solar developers
- Assist communities participating in our *G.E.T. Solar Communities* program, track their progress and timeline for their programs, and disseminate and gather information from them
- Schedule meetings and coordinate communication between multiple parties
- Proofread and occasionally help to draft or edit documents related to Solar Center programs
- Field email, phone, and website inquiries related to Solar Center programs
- Manage organizational tracking systems in support of the above tasks, including spreadsheets, reports, emails, and forms
- Update website with appropriate program information
- Lead or participate in presentations in person or via Zoom
- Occasionally travel to GET Solar Communities or potential solar sites

Required education, skills, and experience:

- Bachelor's degree or equivalent experience
- Solar energy industry experience and/or 2-3 years project management experience
- Excellent verbal and written communication skills
- Attention to detail, specifically with respect to data management
- High degree of emotional intelligence and interpersonal skills including integrity, honesty, kindness, calmness, patience, gratefulness, professionalism, diplomacy, and an exuberant passion for solar
- Proficiency with Microsoft Office, particularly with Word and Excel; PowerPoint is helpful but not required
- Collaborative and positive spirit suitable for our team environment
- Access to transportation to the PA Solar Center offices when needed and for occasional off-site meetings

Preferred experience with:

- Zoom or other webinar platforms appreciated, but not required
- Solar sales or installation is helpful in understanding solar process, but not required

Physical Requirements:

While performing the duties of this job the employee is regularly required to talk, hear, and read. An employee electing to utilize the provided workspace will be exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting, and traditional office equipment. This job requires working at a computer for long periods of time. The workspace available through the PA Solar Center is located in an accessible building in Pittsburgh. Program Managers may elect to work remotely or select a hybrid approach.

**Apply:**

The PA Solar Center is committed to creating a diverse, equitable and inclusive environment. We believe that societies that are inclusive are stronger, healthier and more enjoyable places to live, and we strive to support that ethos in our work to spread solar equitably and in our workplace. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- **Send your resume and cover letter to [info@pasolarcenter.org](mailto:info@pasolarcenter.org) and include “Program Manager Application” in the subject line of the email.** For the cover letter, describe why you think you would be well-suited for this position and any applicable experience that is not described in your resume.
- **No phone calls please.**
- Applications will be reviewed on a rolling basis. Interested candidates are encouraged to apply as soon as possible. The PA Solar Center will acknowledge receipt of your application.
- Start date: Immediately upon hire.
- Candidates who are invited to continue in the hiring process may be asked to submit simple writing samples, supply references, and complete an interview virtually and/or in person with the Executive Director and Director of Programming.