



## Position Description

### Position: Program Coordinator (Full-Time – 35 hours per week)

**Compensation and Benefits:** \$48,000 - \$54,000, depending upon experience; 3 weeks paid time off with additional PTO from December 23 to January 2 when the offices are closed; all 11 federal holidays, health benefits, 35-hour work week. This position is located in western Pennsylvania.

**Background:** The Pennsylvania Solar Center (PA Solar Center) is a 501c3 nonprofit organization. We envision a world powered by energy that is reliable, affordable, and sustainable for all. Our mission is to provide trusted guidance to usher all Pennsylvanians into the clean energy economy to reach a sustainable and resilient tomorrow. The PA Solar Center provides assistance to non-profit organizations and businesses going solar, offers resources and education for all solar stakeholders, and advocates for robust solar policies.

*G.E.T. Solar* 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 community volunteers and community leadership organizations, guiding them to perform outreach to entities in their community to go solar. There are over 200 projects currently in our queue, and we anticipate sending over 100 projects out to bid in 2024. Therefore, we are looking for someone with high-level organizational skills to help us manage this workload.

**Description:** The PA Solar Center is searching for a Program Coordinator to support the Solar Center's *G.E.T. Solar* and *G.E.T. Solar Communities* programs. This position will assist and report to the Director of Programming and work alongside a team of Program Managers. The Program Coordinator will primarily be responsible for ensuring that organizations enter and move through the *G.E.T. Solar* program smoothly and swiftly. The Program Coordinator will guide organizations seeking solar through an intake process, ensure they and provide all necessary documents and are generally familiar with *G.E.T. Solar* process and timeline. The Program Coordinator will help provide logistical support for the release of Request for Proposals from solar developers, ensure timely submission of required materials from clients, and help to maintain adherence to outline timelines. The project coordinator will maintain a tracking log of projects and generally assist the team in completing tasks.

The Program Coordinator will maintain a roster of qualified solar developers participating in the program and organize meetings between the GET Solar team, solar developers, partnership organizations, and financing entities. The Program Coordinator will help maintain that current information about *G.E.T. Solar* programming is hosted on the organization website. The Program Coordinator will ensure timely payments from entities for services provided through *G.E.T. Solar* programming. The Program Coordinator will proofread documents and regularly field email, phone, and website inquiries from organizations and individuals interested in entering the *G.E.T. Solar* program.

This position is an opportunity for an individual to make a significant difference in both helping to increase solar adoption statewide and to learn about the rapidly expanding solar industry by supporting a dynamic and fast-paced team.

The Program Coordinator is a full-time position, 18 months in duration with likely possibility for extension, dependent upon funding. Benefits will be available with full-time employment on the first of the month following one full month of employment. Candidate must reside in western Pennsylvania and will be expected to work in the office at least one day a week (currently Wednesdays). Work hours are

flexible but must 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, as well as a few evening meetings during the year.

**The Program Coordinator will:**

- Guide organizations seeking solar through an intake process, reviewing materials, and ensuring timely delivery of essential documents and materials;
- Provide logistical support to Request for Proposals facilitated by *G.E.T. Solar* team, ensuring timely delivery of essential documents and adherence to critical deadlines;
- Curate a list qualified solar developers to participate in *G.E.T. Solar* RFPs;
- Develop a basic understanding of solar technology, design, and finance; be able to perform simple solar feasibility estimates using online resources;
- Track and certify timely payment from entities due from services provided through *G.E.T. Solar*;
- 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;
- Help schedule and set up online Zoom meetings;
- Update the website.

**Required skills, and experience:**

- At least three years of project coordination or administrative/organizational experience;
- Excellent verbal and written communication skills;
- High level of organizational skills and attention to detail;
- High degree of emotional intelligence and maturity as well as interpersonal skills that include integrity, honesty, kindness, calmness, patience, gratefulness, professionalism, diplomacy in communications, and an exuberant passion for solar;
- Proficiency with Microsoft Office, particularly with Word and Excel is required. PowerPoint experience is helpful but not required;
- Collaborative and positive spirit suitable for a team environment;
- Access to transportation to the PA Solar Center office when needed.

**Preferred (but not required) experience with:**

- Zoom or other webinar platforms appreciated, but not required
- Solar electricity sales or installation

**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.

**About Our Team:**

The Pennsylvania Solar Center team is a tight-knit group that works closely together to discuss and to solve problems and celebrate successes. The work is both demanding and rewarding. We are unapologetically enthusiastic about solar energy and the positive impact that it is making to organizations, businesses, and communities. We believe that each team member is essential to our success; and therefore, we expect that team members will provide their ongoing input, opinions, and feedback. Our team has high performance standards and prides ourselves for always striving for an environment that is collaborative, supportive, and open to feedback. Our team cares deeply about

one another, and while we are extremely dedicated and serious about our work, we have fun together. Our team respects one another's personal time and frowns upon sending emails to coworkers outside of office hours or during vacations or holidays, and we expect people to use their vacation time.

**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) include “Program Coordinator Application” in the subject line of the email.** In your cover letter, please include information about 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 let you know if we received 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 and complete an interview virtually and/or in person with the Executive Director and Director of Programming.