



## Position Description

**Position:** Program Manager (Full-Time – 35 hours per week)

**Compensation:** Salary: \$57,000 - \$64,000, 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; option to work remotely in 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 Manager, preferably 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. This position will assist and report to the Director of Programming and work alongside the Senior Program Managers and Project Coordinator. The Program Manager will primarily be responsible for working with community/municipal leaders, businesses, and nonprofit organizations, guiding them through the entire solar procurement process. The Program Manager will be responsible for providing organizations with basic solar estimates and savings predictions using digital modeling software and electricity service information.

The Program Manager 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 Manager will be required to understand basic cash flow modeling and communicate common solar finance strategies to organizations with little or no solar education. The Program Manager will use solar design and analysis software, such as Helioscope and Energy Toolbase to create solar feasibility studies. The Program Manager will also assist in scheduling meetings and coordinating communication between the GET Solar team, participating organizations and communities, solar developers, and various solar stakeholders. The Program Manager will proofread documents and regularly field email, phone, and website inquiries from organizations interested in entering the *G.E.T. Solar* program. The Program Manager may be asked to occasionally travel and lead presentations to potential solar stakeholder sites.

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 Manager 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 Pennsylvania. Hires in the southwestern Pennsylvania region 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 Manager will:**

- Track, record, and manage data related to organizations seeking solar, solar finance, grant opportunities, and solar assessments and bids from solar developers;
- Use solar design and analysis software, such as Helioscope and Energy Toolbase, to develop solar feasibility studies;
- 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;
- Help schedule and set up online Zoom meetings;
- Occasionally travel to project sites or partner meetings;
- Lead presentations to potential solar clients.

**Required education, skills, and experience:**

- Bachelor's degree and/or equivalent years of relatable experience, including energy industry experience 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 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; PowerPoint experience is helpful but not required;
- Collaborative and positive spirit suitable for a team environment;
- Ability to work independently for long periods of time;
- Access to transportation to the PA Solar Center offices when needed.

**Preferred experience with:**

- Zoom or other webinar platforms appreciated, but not required
- Solar electricity design, sales, or installation:
- Experience with Helioscope, Energy Toolbase, or comparable solar modeling software, training will be provided if no experience

**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 across Pennsylvania 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 Manager 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 or emails 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, Director of Programming, and Senior Program Managers.