



Position Description

Position: Assistant Operations Manager (part-time)

Compensation/Benefits: Part-time (with the possibility to full-time depending on funding and interest). Salary: \$28,000-\$32,000, depending upon experience; 1.5 weeks paid time off with additional PTO from December 23 to January 2 when the offices are closed; all 11 federal holidays; partial health, dental, and vision benefits (Solar Center pays half), 20-hour work week; must live and work 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, schools, municipalities, and businesses to go solar through our GET Solar program, offers resources and education for all solar stakeholders, and advocates for robust solar policies.

Description: The PA Solar Center is searching for an Assistant Operations Manager to assist the Executive Director with the daily operations of the organization and to lend support to all program staff. This position is an opportunity for an individual to make a significant difference in helping to support a dynamic and fast-paced team to increase solar adoption statewide. By taking charge of organizing vital functions of the organization, the assistant operations manager will be a key staff member that will help the executive director focus energy on the strategic big-picture that will move the mission of the organization forward.

An effective assistant operations manager will have a diverse set of skills and abilities that includes positive and assertive leadership and management skills to motivate and guide staff, as well as communication and interpersonal skills to interact with many people inside and outside of the organization. Time management skills are also required to prioritize and manage multiple tasks. Attention to detail, adaptability, flexibility, creativity, and innovation are also important for ensuring quality, as well as finding solutions and improving processes.

The Assistant Operations Manager is a part-time position, 18 months in duration with likely possibility for extension, dependent upon funding. Benefits will be available 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. The PA Solar Center is open to discussing a position with additional hours per week (up to 25 hours). The position could possibly move to full-time, depending on funding availability and interest of the candidate.

The Assistant Operations Manager will oversee tasks that relate to administrative, financial, human resources, and project management duties under the guidance of the Executive Director, including:

- Assist with grant management and some writing and/or proofreading
- Assist with event planning and logistics (PA Solar Center only has a few events per year)
- Update the website with organizational information, events, etc., and coordinate with staff to keep webpages up-to-date
- Help with fundraising and managing sponsor donations and ensure accurate processing of gift acknowledgments
- Coordinate scheduling in-person and virtual meetings via Zoom for the Executive Director and other staff members as necessary, manage calendars, and compile documents for meetings
- Conduct research and prepare background materials for internal and external meetings

- Execute administrative duties such as document formatting, filing, typing, copying, and drafting letters
- Liaise with outsourced finance contractor and oversee banking transactions and recordkeeping, track expenses and receipts, prepare invoices and reconciliations of bills, bank statements, and corporate credit accounts
- Support organizational annual audit
- Serve as liaison to outsourced technology and website contractor and troubleshoot technology issues
- Oversee general office operations including correspondence, supply management, and contract administration
- Support annual insurance renewals and submission of quarterly lobbying expense reports to the state
- Help to manage the organization's CRM database
- Proofread and occasionally help to draft or edit documents related to Solar Center programs;
- Field email, phone, and website inquiries
- Manage organizational tracking systems in support of the above tasks, including spreadsheets, reports, emails, and forms
- Complete other duties as assigned by the ED

Required education, skills, and experience:

- 3-5 years of related experience in nonprofit management, or administrative or operations management, preferably with a nonprofit organization(s) (a degree in business or nonprofit management is a plus, but not required)
- Excellent organizational, problem-solving, and time management skills
- Discretion, integrity, and dedication to the mission of the Pennsylvania Solar Center
- Excellent verbal and written communication skills
- Attention to detail is essential
- High degree of emotional intelligence and interpersonal skills that include integrity, honesty, kindness, calmness, patience, gratefulness, professionalism, and diplomacy in communications
- 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 on team days and when needed

Preferred experience with:

- Zoom or other webinar platforms appreciated, but not required
- Experience with basic financial management and human resources administration tasks
- Experience with or interest in learning Canva, 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.

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 and include “Assistant Operations 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 and after reference checks.