



Vacancy Solar Program Coordinator

Position Classification:	Full Time – Exempt (Salaried)
Reports To:	Solar Program Manager
Salary:	Range per Year: \$33,280 to \$43,680 Salary is commensurate with experience
Based:	Custer, WI, Milwaukee, WI, or St. Paul, MN
Approximate Start Date:	April 2019

Job Description

The Midwest Renewable Energy Association (MREA) Solar Program Coordinator will support the Solar Program Manager with the development and management of MREA solar group purchase programs in Illinois, Iowa, Wisconsin, and Minnesota. Since 2013, the MREA has completed 22 programs with community partners and local units of government. With more than 6,000 individuals participating in the public education sessions, the programs resulted in installations on 1,000+ properties totaling 7 Megawatts of new solar PV generation. The Solar Program Coordinator will work with MREA staff and partners to increase program offerings and further facilitate PV investments by homes and businesses.

Key Responsibilities

Solar Group Buy Programs

Administration

- Respond professionally, courteously, and in a timely manner to inquiries from program partners and colleagues
- Enter and manage data of program participants and other MREA customers as needed
- Maintain shared data tracking sheets
- Track program progress and share results with program partners
- Schedule, participate in, and record notes of coordinating calls with partners

Program Management

- Establish points of contact with outreach session hosting partners
- Schedule outreach sessions (Solar Power Hours)
- Create and edit program materials, including website
- Deliver program presentations as needed
- Work with Communications Coordinator to draft press releases and coordinate media events

Program Support

- Conduct and review evaluations to support program improvement
- Work with Solar Program Manager, Communication Coordinator, and other staff as necessary to develop strategic outreach and promotion

Outreach and Coordination

- Support the preparation and management of The Energy Fair as needed
- Support MREA training and outreach programs as needed
- Attend outreach events throughout the Midwest representing MREA as necessary

Personnel

- Manage interns and/or volunteers as needed
- Participate in staff reviews
- Attend staff meetings and professional development days as needed
- Participate in MREA Board of Director meetings and planning sessions
- Participate in working groups as needed
- Follow MREA remote work procedures, including office hour scheduling, work-from-home scheduling, and activity reporting

Qualifications

A successful candidate will be:

- Results oriented and self-directed, with a passion for the MREA’s mission
- Organized and focused with proven ability to prioritize and complete activities with deadlines
- Familiar with the solar industry including available training programs, credentials, markets, and state/utility policies and programs
- Experienced with workforce development activities, including professional training, credentialing, and industry partnerships
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- An excellent written and verbal communicator who can promote the MREA’s mission to the public and market stakeholders
- Able to flex communication style to multiple cultural environments
- Able to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Comfortable working in groups and have experience building partnerships with diverse audiences
- Able and willing to travel and work some evenings and weekends as needed
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), data management (i.e. Excel and/or Google Sheets), presentation software (PowerPoint and/or Google Presentations).

Preference will be given to candidates who:

- Have a bachelors, other advanced degree in a related field, or relevant work experience related to:
 - Communication
 - Marketing
 - Political science
 - Renewable energy policy
 - Sustainability
- Experience in the solar industry particularly with the Midwest states’ solar markets
- Demonstrated experience in one or more of the following:
 - Event management
 - Marketing
 - Campaign development and/or implementation

- Program management
- Conversational Spanish speaker
- Basic familiarity with blogging tools and/or website editing such as WordPress

Compensation & Benefits

- Salary is commensurate with experience
- Paid vacation & holidays
- Free electric vehicle charging at Custer Office
- Optional cafeteria insurance plan (vision, dental, disability, etc.)
- Flexible work environment
- Casual dress code
- Free registration to MREA trainings
- Paid training when necessary/applicable
- Work from home opportunities

To Apply

To apply, send a PDF that includes a cover letter detailing your qualifications, a resume including education and experience, and contact information for three professional references. All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be accepted through 5:00 p.m. Central Time on Monday, April 8, 2019.

About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to building a diverse staff and strongly encourages applications from qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, mental or physical disability, source of income, national origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate on the basis of these characteristics in any personnel action.

7558 Deer Road ■ Custer, WI 54423 ■ 715-592-6595
 3628 West Pierce Street ■ Milwaukee, WI 53215 ■ 414-988-7963
 428 Minnesota Street, STE 500 ■ St. Paul, MN 55101
www.midwestrenew.org