



## Position Vacancy Solar Program Coordinator

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### AmeriCorps Community Corps Member – Solar Program Coordinator

**Based:** Custer, Wisconsin Office  
**Period of Service:** September 12, 2022 - August 31, 2022  
(End date is negotiable – Start date is not)

#### To Apply

To apply, email a PDF that includes:

1. [Completed a MCHS AmeriCorps Volunteer Wisconsin member application](https://redcap.link/2rw0p9d1)  
(<https://redcap.link/2rw0p9d1>)
2. A cover letter detailing your qualifications
3. A resume including education, and experience
4. Contact information for three professional references

All correspondence must be electronic and sent to Amiee Wetmore at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

#### Deadline to Apply

Applications will be reviewed as they are received. **An applicant may be selected at any time before August 15, 2022. Please submit your application as soon as possible.**

#### Job Description

The Solar Program Coordinator will work closely with MREA's Grow Solar Team with the development and management of MREA group buy programs throughout the Midwest. They will also work with any other MREA staff as necessary to help assist with the Grow Solar group buy programs. Since 2013, the MREA has facilitated over **50** Solar Group Buy programs around the Midwest, educating over **11,600** individuals with our Solar Power Hour information sessions, and leading to more than **17,000 kW** on over **2,660** properties.

In addition, the individual will be responsible for supporting the Grow Solar team by helping with various tasks from research, outreach, communication, and marketing for multiple programs launching, running, and closing across the Midwest.

The Marshfield Clinic Health System (MCHS) AmeriCorps Community Corps program offers:

- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration, and accountability).
- Receive ongoing professional skills training throughout the year to build your resume
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community.
- Developing value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they've invested in the member and what they will be receiving.

## Primary Responsibilities

### Training and Preparation

- The member will go through virtual orientation with the Grow Solar Team to get acquainted with Grow Solar initiatives (this may be through Zoom or simple email instructions)
- Learn MREA and Grow Solar's history, philosophy, and goals.

### Administration

- Participate in Grow Solar Working Group
- Participate in other working groups as needed
- Participate in MREA staff meetings and planning sessions.
- Basic website editing (training provided)
- Respond professionally, courteously, and in a timely manner to inquiries from program partners and colleagues
- Review program materials and give feedback if necessary
- Enter and manage data of program participants and other MREA customers if needed into MREA's shared database
- Maintain shared data tracking sheets
- Make connections in the community where Grow Solar is operating its group buys
- Organize program testimonials

### Promotion & Outreach

- Utilize media kits to promote current Grow Solar programs on social media accounts.
- Use social media to connect with groups in communities with group buy programs.
- Use email to connect with groups in communities with group buy programs.

## 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
- An excellent communicator who can promote the MREA's mission to the public and market stakeholders
- Comfortable working in groups and have experience building partnerships with diverse audiences
- 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)
- Accustomed to working with a variety of applications, demonstrating proficiency in YouTube, Facebook, Instagram, and LinkedIn
- Able to flex communication style to multiple audiences

## Requirements

1. Must be able to begin on September 12, 2022.
2. Must be at least 17 years old by September 12, 2022.
3. Must have a minimum of a High School diploma or GED certificate.
4. Must be willing to serve for up to 12 months and complete the full term of service.

5. Members must accept position as a full-time priority over other jobs and be able to complete 1700 hours of service.
6. Members must be able to pass a criminal, FBI, and DMV background check (Note: having a background does not automatically exclude an individual from serving as a member).
7. If selected, must attend orientation on Sep 12-16, 2022 and midterm training in January 2023 (exact dates TBD).

## Benefits

- Living allowance paid every two weeks during term of service. Net pay affected by withholdings claimed.
- Education award for full-time members is \$6,495; half-time members is \$3,247.50, provided upon successful completion of service.
- Childcare assistance is available to full-time members only and is based on household income eligibility (information provided on request). If this benefit is a necessity for an individual to be able to serve, please have them contact the AmeriCorps Manager immediately to begin the process of determining eligibility.
- Basic individual health, dental and vision insurance is available to full-time members only. No family plan.
- All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
- Mileage, meals and housing are provided for all required MCHS AmeriCorps trainings and events.
- MCHS AmeriCorps service gear provided by program.

## Additional Benefits Offered By MREA

- Flexible work environment
- Casual dress code
- Free registration to MREA Trainings
- On-site Training