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www.CommunityEnergyProject.org

POSITION DESCRIPTION

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| ABOUT | Community Energy Project (CEP) is an independent nonprofit that delivers DIY workshops and free home energy repairs and efficiency upgrades to income qualifying individuals, seniors, and people with disabilities. |
| MISSION | Community Energy Project believes that everyone deserves a safe, healthy, and efficient home, regardless of income. |
| TITLE | Community Solar Coordinator |
| COMPENSATION | \$26.55/hour (\$55,224 per year), paid sick and vacation; fully paid medical, dental, and vision insurance; and other benefits listed below. |
| REPORTS TO | Program Director |
| TO APPLY | Email cover letter and resume to Donovan James, Director of Finance and Administration donovan@communityenergyproject.org . |
| APPLICATION DEADLINE | 9am Monday April 29th, 2024 |

POSITION SUMMARY

CEP is the Low-Income Facilitator for the Oregon Community Solar Program and is responsible for engaging with communities that have been traditionally left out of the solar market, such as those with lower incomes and people of color. This position will join the education team at CEP and work in partnership with the Community Solar team to enroll low-income individuals into the program. The coordinator will be responsible for outreach and education to the general public and Community-Based Organizations (CBOs), maintaining accurate databases, and collaborating on the delivery of the program using an equity lens. This position may require travel around Oregon for program outreach, in-person presentations, and community events. Work is currently hybrid remote/office.

ESSENTIAL RESPONSIBILITIES

1. Data Management & Organization

- Oversee complex databases and work across multiple platforms including accurate and timely data entry.
- Managing and tracking participants via custom online platform while leading them through the program from initial interest to contract signing
- Includes Excel, Sharepoint, Salesforce, Acuity, Google Drive, and Slack

2. Client Management

- a. Working with hundreds of individual low-income utility customers which includes participant education, Q&A, verification and enrollment
- b. Helping Solar Project Managers to work with customer segments where they have little experience
- c. Providing guidance on the low-income program requirements and operations support including managing shared data

3. Outreach and Education

- a. Engagement and education with the public at large including partner research, outreach planning and presentation delivery
- b. Relationship-building with other CBOs, municipalities, etc.
- c. Work regularly with larger Program Administrator Team to track program success, create educational materials, and design or adapt aspects of the program

QUALIFICATIONS and REQUIREMENTS

- 1. Experience in managing data: data entry, troubleshooting, data technology
- 2. Experience with customer service, and/or public speaking
- 3. Knowledge about and passion for renewable energy or solar development preferred
- 4. Bicultural/Bilingual in Spanish, Russian, or Vietnamese preferred
- 5. Experience in adult education; diversity, equity, and inclusion, and/or environmental justice
- 6. Excellent interpersonal skills—able to communicate effectively with diverse individuals and groups of people in a variety of manners, including during public speaking and presentations
- 7. Experience with data management, data analysis, reporting, and program evaluation is crucial
- 8. Must be able to work flexible schedule - evenings, weekends, and intermittent statewide travel
- 9. Must have a valid driver’s license, good driving record, and access to a vehicle, willingness to travel around state, sometimes for several nights

Statement of Inclusion

Community Energy Project is an Equal Opportunity Employer. Community Energy Project values and operates by a policy of inclusion, providing equal opportunity to all persons regardless of their protected status, including race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, and/or any other class determined by law.

Benefits: CEP is proud to offer a robust benefits package that includes paying 100% of the monthly premium for employee-only health care coverage. CEP also matches up to 3% of the employee’s contribution to their 403 (b). We offer 10 days of vacation time off per year, 12 days of sick time per year, 11 days of paid time off for nationally recognized holidays, as well as paid days between Christmas and New Years Eve. Eight weeks paid sabbatical at six years.

Additional:

- Position requires extensive time sitting in front of a computer as well as long periods of time standing while working out in the field at community events, workshops, and training events.

- May travel nationally to attend conferences for up to one week at a time
- Non-smoking, drug-free workplace

Please send your resume and a cover letter that explains your interest in the position and how your experience is applicable to this position to Donovan James, Director of Finance and Administration, at donovan@communityenergyproject.org. **Applications due by 9:00 AM on Monday, April 29th, 2024** with interviews scheduled for two weeks after that.