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## Project Coordinator – Renewable Energy Coordinator

### Statement of Duties

Manage and actively maintain all Energy Programs of the Corporation including but not limited to small scale and commercial scale renewable energy, clean energy internship, energy storage, community renewables, and brownfields solar programs.

### Essential Functions

- Monitoring the on-going performance of projects funded through the Corporations' energy programs
- Managing the compliance and reporting requirements for all projects funded through the REF
- Maintaining all applicant files, documentation and correspondence in an organized and easily searchable and traceable manner
- Tracking project timelines and deliverables using the Corporation's Customer Relation Software (CMS)
- Developing and tracking metrics to monitor the overall success of all Renewable Energy Fund Programs
- Assist with reviewing program priorities and scheduling tasks for team members
- Participate in training new interns and perform oversight of intern duties and performance
- Participating in and managing special projects as requested

### Key Competencies

- Ability to interact and present information in a clear and concise manner
- Ability to conduct independent research, analyze data and interpret results
- Excellent computer skills, particularly software programs such as spreadsheets, database management, word processing and presentation programs
- Ability to complete tasks in an accurate, efficient and timely manner
- Demonstrate project management and communication skills
- High aptitude for written communication and organizing skills

### Qualifications

A candidate for this position should have a Bachelor's Degree in , Business, Sustainability, Environment or related field; a minimum of one (1) to three (3) years of progressively responsible experience in project management, financial services, renewable energy , or public administration. Strong preference for candidates familiar with renewable energy and energy storage technologies.

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To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

**Rhode Island Commerce Corporation**  
[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.