



Renewable Energy Fund Project Coordinator

Manage and actively maintain all Renewable 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.

Position Functions

The essential functions and duties listed below are intended only as an illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.

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.
- Managing all applicant notifications and compliance with grant process deadlines.
- Tracking project timelines and deliverables using the REF Grant application portal and the Corporation's Customer Relation Software (CMS).
- Developing and tracking metrics to monitor the overall success of all Renewable Energy Fund Programs.
- Assisting with tracking progress towards program milestones and setting internal project goals.
- Participating in training new interns and performing oversight of intern duties and performance.
- Participating in orientation of new grant applicants and development of new applicant training materials.
- Participating in and managing special projects as requested by management.

Core Competencies:

- Project management skills with the ability to handle working on multiple projects at once.
- Strong attention to detail.
- Takes initiative to problem solve and find solutions to bring assignments to completion.
- Ability to adapt to various demands/situations.

Qualifications:

- 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.

- High aptitude for verbal and written communication, interpersonal communication and organization skills.
- Demonstrate ability to seek out information and incorporate creative solutions to maximize program effectiveness and efficiency.
- Demonstrated approach to analysis and problem-solving with decision-making capability.
- Highly resourceful team player, yet able to work effectively independently.
- Bachelor's degree in business, Sustainability, Environment or related field.
- 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.

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.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=638115205>