



Solar for All Program Coordinator

Manage and actively maintain all Renewable Energy Fund (REF) programs of the Corporation involving Solar for All (SFA). Programs include but are not limited to Solar for All program activities, energy storage and community renewables.

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:

- Responsible for project management for SFA funded programs including development of workflows, tracking programs budgets and reporting requirements.
- Coordinate with the Rhode Island Office of Energy Resources (OER) and RI Commerce's Communication team to create an outreach plan and marketing plan.
- Create content for REF & SFA program-related messaging, coordinate and manage marketing team requests for program collateral and website content.
- Work with OER's Energy Justice Manager on coordination with Justice 40 Communities on engagement with OER/REF.
- Create material for internal SFA presentations and contribute to external presentations to RI Commerce partners.
- Contribute to SFA team meetings, developing agendas, taking notes and providing updates on deliverables from the SFA workplan.
- Work with RI Commerce IT team to facilitate Application portal upgrades. Monitor portal activity and produce program status reports.
- Manage updates and new content for all SFA program applications, internal process documents, and external-facing program application materials.
- Responsible for leading the procurement effort for an income verification vendor, tracking vendor expenses and managing invoicing and payment process.
- Contribute to the development of internal, administrative fund tracking and reporting to OER.
- Work with OER's SFA Renewable Energy Program Coordinator to use the SFA grant management system to coordinate REF funding requests.

Core Competencies:

- Demonstrate project management and communication skills.
- High aptitude for written communication, interpersonal communication and organizing skills.
- Demonstrate ability to seek out information and incorporate creative solutions to maximize program effectiveness and efficiency.

Qualifications:

- Bachelor's degree in business, Sustainability, Environment, Communications, Public Affairs 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.

- Excellent computer skills, particularly software programs such as spreadsheets, database management, word processing and presentation programs.
- Ability to interact and present information in a clear and concise manner.
- Ability to conduct independent research, analyze data and interpret results.
- Ability to complete tasks in an accurate, efficient and timely manner.
- Strong preference for candidates familiar with renewable energy.

This role is funded through a grant for a five-year term. The term may be extended contingent on continued funding.

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=654870018>