



## Programs Assistant

Solar Oregon is a nonprofit organization which helps all Oregonians achieve a clean energy future by providing public education and community outreach on solar energy as a part of an overall energy conservation and reduction goal. As Programs Assistant you will be working closely with the Executive Director to maintain the day to day operations of the organization as well as work on current statewide programs.

### Job Description

#### Membership

- Working to build Solar Oregon's membership base
- Establishing and helping members with web based profiles
- Tracking and reporting of membership numbers while working to meet goals

#### Administrative & Accounting Duties

- Performing day to day administrative duties including but not limited to accounting, filing and correspondence

#### Marketing

- Working with staff on marketing strategy
- Using online tools for regular email marketing

#### Media

- Researching & selecting appropriate news articles for Solar Oregon website
- Posting on website, archive, & cross link to other parts of site
- Composing monthly e-Newsletter through web based tools
- Updating social networking sites

#### Grants

- Working with staff on grants including writing, reporting and tracking

#### Volunteer & Event Coordination

- Recruiting volunteers and interns and maintaining volunteer database
- Reporting on volunteer opportunities to Executive Director
- Training, scheduling and coordinating volunteers for events
- Volunteer Appreciation
- Organizing event logistics

#### Website & Online

- Updating content and online calendars for Solar Oregon website and partner websites



### **Skills**

- Proficiency in MS office suite, quick books
- Strong web based skills.
- Solid writing and editing skills
- Optional but desired skills in Constant Contact, Plone, Caspio, Facebook, Twitter

### **Qualities Needed**

- Passionate about solar energy (not necessarily experienced in the industry)
- Well Organized and detail oriented
- Outgoing and service orientated
- Able to work independently and meet goals
- Clear Communicator
- Willing to work some nights and weekends

### **Preferred Background**

- Work in a nonprofit organization
- Volunteer management
- Four year degree in a related field
- History of successful grant writing

### **Requirements**

- 40 hour work week with some nights and weekend
- Occasional travel within Oregon

**Compensation - \$15 per hour, 12 days PTO plus major holidays**

**Submit resume and letter of interest to**

**[claire@solaroregon.org](mailto:claire@solaroregon.org) by March 7<sup>th</sup>, 2011**