



POSITION TITLE: Program Manager
STATUS: Full-Time
DATE POSTED: June 17th, 2021
APPLICATIONS DUE: June 30th, 2021
START DATE: Aug 2nd, 2021



As our name suggests, Solar Oregon exists to promote and support the installation and use of solar energy production systems, and other sustainable energy technologies, across Oregon, the Pacific Northwest, and ultimately the globe. We're a small but mighty, growing nonprofit that has existed for more than 40 years, and this is a fantastic opportunity to join our organization in a role that requires a variety of skills and a growth mindset. More info at www.solaroregon.org.

POSITION SUMMARY

As Solar Oregon's second full-time staff member, you will wear many hats and be an adaptable core member of our nonprofit team. You will lead the development, delivery, and management of educational and campaign-based clean energy programs and events for communities across the state, including our How to Go Solar workshops; solarize campaigns; and two large annual tours. You will assist with fundraising and grant writing, and will fill administrative roles such as budgeting and committee coordination as needed. You will engage actively with ongoing equity, diversity, and inclusion efforts, helping us to continually evaluate and adjust our mission, vision, and programming to more equitably serve Oregon communities.

ESSENTIAL FUNCTIONS (to include, but not limited to)

- Work in a fast-paced environment as part of a small team, leading and supporting a variety of educational and clean energy programs
- Deliver educational workshops and webinars about solar and clean energy, both in-person and as online webinars.
- Increase awareness in underserved communities about the benefits, opportunities and incentives for solar and clean energy.
- Deliver workshops as part of solarize campaigns in communities across Oregon
- Support Solar Oregon's diversity, equity, and inclusion efforts, including strengthening partnerships with key organizations and helping to implement DEI training for staff and board.

- Support the planning and delivery of Solar Oregon’s two large annual tours, the Solar Winery Tour and the Go Zero Tour of zero energy homes
- Represent Solar Oregon in coalition and collaborative spaces, and support advocacy efforts
- Assist with fundraising and grant writing

POSITION REQUIREMENTS

- Strong presentation skills, comfortable with speaking to large groups
- Strong written communication skills
- Strong time management and organizational skills; ability to operate independently and navigate complex projects with specific timelines, goals, and reporting requirements
- An interest in engaging with others, especially underserved Oregonians
- Interest in solar energy and energy efficiency
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Ability to serve as part of a diverse team
- Regular and reliable attendance and dependability

PREFERRED QUALIFICATIONS

- Previous teaching experience
- Bi-lingual
- Previous outreach or community organizing experience
- Professional or volunteer experience with solar energy or energy efficiency
- Previous event management experience
- Familiarity with low-income communities and/or communities of color
- Experience recruiting and managing volunteers
- Experience with fundraising or grant writing
- Experience using a CRM

BENEFITS & COMPENSATION

- \$19/hr wage
- Health insurance premium reimbursement, up to \$300/mo
- Retirement benefits
- Desirable office location in downtown Portland, with access to public transit, secure bike storage, shared kitchen, locker rooms, showers, and nearby restaurants/cafes
- Paid time off, and flexible vacation, with approval

HOW TO APPLY

Send the following items to Program Manager Zach Snyder at zachs@solaroregon.org:

- Resume
- Cover letter
- List of three references

Solar Oregon is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other non-merit characteristic.