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POSITION TITLE: Program Manager  
STATUS: Full-Time  
DATE POSTED: Feb 7, 2023  
APPLICATIONS DUE: Open until filled  
START DATE: ASAP



Solar Oregon exists to promote and support the installation and use of solar energy systems and other consumer sustainable energy technologies across Oregon, the Pacific Northwest, and ultimately the globe. We're a small but mighty nonprofit that has existed for more than 43 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](http://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 help conduct fundraising and grant writing, and will fill administrative roles such as budgeting and committee coordination as needed.

#### ESSENTIAL FUNCTIONS (to include, but not limited to)

- Work in a fast-paced environment as part of a small team, leading a variety of educational and campaign-based clean energy programs
- Develop and deliver educational workshops and webinars about solar and clean energy, both in-person and as online webinars.
- Develop and deliver workshops as part of solarize campaigns in communities across Oregon
- 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
- Increase awareness in underserved communities about the benefits, opportunities and incentives for solar and clean energy.
- Represent Solar Oregon in coalition and collaborative spaces, and support advocacy efforts

- Curate content across all social media platforms and use engagement tools like Hootsuite
- Help and carry out fundraising and grant writing activities

#### 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
- Ability to serve as part of a diverse team
- Regular and reliable attendance and dependability

#### PREFERRED QUALIFICATIONS

- Previous teaching experience
- Previous event management experience
- Experience with fundraising or grant writing
- Professional or volunteer experience with solar energy or energy efficiency
- Bi-lingual
- Experience recruiting and managing volunteers
- Experience using a CRM

#### BENEFITS & COMPENSATION

- \$19/hr - \$24/hr hiring wage range, dependant on experience
- Health insurance premium reimbursement, up to \$400/mo
- Retirement benefits
- Professional development funds
- Desirable shared office space in Portland's Pearl district, with access to public transit, secure bike storage, locker rooms, showers, and nearby restaurants/cafes
- Paid time off, and flexible vacation, with approval

#### HOW TO APPLY

Send the following items to Zach Snyder at [zachs@solaroregon.org](mailto:zachs@solaroregon.org):

- Resume
- Cover letter

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.