

ENERGY OUTREACH COLORADO JOB DESCRIPTION

Energy Outreach Colorado was established in 1989 and leads a network of industry, state and local partners to Support, Stabilize and Sustain Coloradans to afford their energy needs. We believe that everyone deserves affordable access to the vital resources that power their homes. Our team is a group of talented, driven individuals who aim high to advocate for the communities we serve. Our core values are our guiding light, and we strive to exemplify them in our collaboration together and in our interactions with the community. These values are:

Collaborative Advocate Impactful Reliable Effective Trustworthy

If Energy Outreach Colorado sounds like a good fit for you, please read on to learn about this exciting opportunity!

TITLE: Solar Energy Assistance Project Manager

POSITION OVERVIEW: As a member of the Energy Assistance Team, the Project Manager will contribute to both the Bill Payment Assistance Program and the Solar Energy Assistance Program. This position will be responsible for managing EOC's quickly growing portfolio of income-qualified households enrolled in Community Solar Gardens (CSGs) across Colorado.

PRIMARY RESPONSIBILITIES:

- Collaborate with the Director of Strategic Initiatives to manage EOC's quickly growing portfolio of income-qualified Community Solar Garden subscribers
- Coordinate with and support the Bill Payment Assistance Program to strengthen referrals and continuity between Bill Payment Assistance and Solar Energy Assistance

RENEWABLE ENERGY ASSISTANCE

- Manage EOC's portfolio of income-qualified subscribers to Community Solar Gardens across Colorado including: subscriber identification, enrollment, calculation of subscription sizes, re-validation, replacement, and waitlist management
- Coordinate with community solar developers to establish partnerships and fulfill subscriber management contracts for various projects
- Develop outreach materials and coordinate communication with prospective and current subscribers through text message and mailing campaigns
- Develop, conduct, and analyze surveys of solar participants in coordination with the Education Team
- Track and report on program metrics including participant demographics, need for future assistance, and solar subscription turnover rates

BILL PAYMENT ASSISTANCE

- Work with the Energy Assistance Program Manager to develop relationships with EOC's partner agencies
- Develop strategic plans to involve partner agencies in the education and enrollment of Bill Payment Assistance applicants in Community Solar
- Help streamline processes and paperwork flow between agencies and EOC, utilizing EOC's forthcoming new online database

EXTERNAL RELATIONS

- Build relationships and gather knowledge of best practices through regular meetings with trade associations, nonprofit coalitions, and commissions
- Participate in the National Community Solar Partnership online community and associated discussions, webinars, conferences, etc.
- Contribute to utility stakeholder discussions
- Maintain knowledge of latest policies, regulations, rules related to community solar programs

ORGANIZATIONAL EXPECTATIONS

- Collaborate with the Development team on solar-related funding opportunities and donation campaigns
- Participate in Residential Team meetings to establish greater cohesiveness and referrals across all EOC residential programs

QUALIFICATIONS:

- Experience in or demonstrated interest in solar energy
- Proficient at Microsoft Office Suite, especially Excel including working with large data sets (filtering, formulas, pivot tables, etc.)
- Data analytics skills (any of: Excel VBA, Python or other coding language, Tableau data visualizations, etc.)
- Excellent communication skills
- Attention to detail and ability to manage multiple projects at once

To Apply: Interested candidates should submit the following documents to Jobs@energyoutreach.org:

- Resume
- Cover Letter

Application Deadline: Open until filled

Benefits:

- Medical, dental, vision, and life insurance covered at 100% for employee, with options for FSA or HSA programs
- Generous 401k plan with an 8% company contribution and no required employee match

- Building gym membership
- Great office culture with team building events, training opportunities, and volunteer days
- 8 employee holidays + 1 week office closure at year's end
- Highly flexible time off policy, transitioning to a Trusted Time Off (uncapped) policy in October 2021
- Great Downtown Denver location (with work from home option through at least July of 2021)

Energy Outreach Colorado is proud to be an equal opportunity employer. We encourage qualified candidates of all backgrounds to apply. Candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Employment Type: Full-Time Employment

Salary: \$65k-\$75k per year, depending on qualifications