



Vacancy: Solar Program Coordinator

MREA is seeking an organized and dependable professional to join our collaborative & inspiring team. If you have a passion for solar energy, education, and networking apply today!

About the Midwest Renewable Energy Association (MREA)

[MREA's mission](#) is to promote renewable energy, energy efficiency, and sustainable living through education and demonstration.

As proponents of a just energy transition, the MREA values justice, equity, diversity, inclusivity, and belonging. We work to ensure our organization reflects the diverse communities we serve, because we believe that we need meaningful participation from people with a wide variety of perspectives and experiences to achieve our mission.

About MREA's [Solar Group Buy Programming](#): Since 2013, the MREA has completed 60 programs with community partners and local units of government. With more than 13,500 individuals participating in the public education sessions, the programs resulted in installations on 3,600+ properties totaling over 20 Megawatts of new solar PV generation. The Solar Program Coordinator will work with MREA staff and partners to increase program offerings and further facilitate PV investments by homes and businesses.

Position Details

Position Title: Solar Program Coordinator

Position Classification: Full Time – Exempt (Salaried)

Reports To: Solar Program Manager

Based: Option of: Remote or Hybrid | Office Location: Custer, WI

Approximate Start Date: September or October 2023

Position Summary

The Solar Program Coordinator will work with the Grow Solar team to develop and manage MREA's solar group buy programs with community partners in six Midwest states. The programs are designed to facilitate home and small business solar and energy storage projects and have helped more than 3,000 homes and businesses go solar. The coordinator will be responsible for developing the program outreach schedule and coordinating and facilitating the program educational offerings.

This person will work closely with the Grow Solar team to manage resources on the program website at GrowSolar.org. Additionally, the position will track program participation including attendance at educational events, program enrollment, contractor performance, and project completion. The position will conduct program evaluation and work with the Grow Solar team to make improvements as needed.

Pay & Benefits

Salary: Range per Year: \$40,560 to \$46,800 – Salary commensurate with experience

- Paid vacation (40 hours to start)
- Paid Holidays (72 hours)
- Paid health & wellness time off (40 hours)
- Beginning fall 2023: Simple IRA support
- H.S.A. support for those eligible
- Professional development support
- Flexible work environment
- Work from home scheduling
- Casual dress code
- Free registration to MREA trainings
- Free electric vehicle charging at Custer, WI office.

How to Submit

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for 3 professional references (PDF)

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline: 5:00 p.m. Central Time on September 4, 2023.

Responsibilities

Grow Solar Program

- Participate in Grow Solar Working Group
- Respond professionally, courteously, and in a timely manner to inquiries from program partners and colleagues
- Enter and manage data of program participants and other MREA customers as needed
- Maintain shared data tracking sheets
- Track program progress and share results with program partners
- Schedule, participate in, and record notes of coordinating calls with partners
- Conduct program evaluations to support program improvement
- Establish points of contact with outreach session hosting partners
- Schedule outreach sessions (Solar Power Hours)
- Update and maintain program website
- Deliver program presentations
- Work with communications staff to draft press releases and coordinate media events
- Attend outreach events throughout the Midwest representing MREA as necessary

General Administration

- Participate in MREA staff meetings, working groups, planning sessions, workdays, and professional development days as needed/appropriate
- Follow MREA remote work procedures, including scheduling and activity reporting
- Other duties as requested

Personnel

- Participate in staff reviews
- Manage and/or work with interns and/or volunteers as needed
- Support MREA events and activities as needed, including [The Energy Fair](#)
- Participate in hiring process for team members when appropriate/ as needed

Board Relations

- Attend Board of Directors meetings, prepare reports, and present information as needed
- Participate on other board-level committees as needed
- Participate in strategic planning process

Qualifications for Success

A successful candidate will be:

- Results-oriented and self-directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities with deadlines
- An excellent written and verbal communicator who can promote the MREA's mission to the public and market stakeholders
- Familiar with the solar industry including solar and energy storage technologies, customer motivations, and state/utility policies and programs
- Experienced with workforce development activities, including professional training, credentialing, and industry partnerships
- Experience working with people from diverse socioeconomic backgrounds
- Comfortable presenting to diverse audiences in a variety of settings including in person presentations, virtual presentations, and meetings
- Comfortable working in groups and experience building partnerships with diverse audiences
- Able and willing to travel and work some evenings and weekends as needed
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), data management (i.e. Excel and/or Google Sheets), presentation software (PowerPoint and/or Google Presentations)

Preference will be given to candidates who:

- Have a bachelors, other advanced degree in a related field, or relevant work experience related to: Communication, Marketing, Renewable Energy Policy, Sustainability, Education
- Experience in the solar industry particularly in Midwest states
- Demonstrated experience in one or more of the following: Event management, marketing, campaign development and/or implementation, program management
- Basic familiarity with website editing using WordPress

Interested in Other MREA Opportunities?

If this job isn't right for you but you'd love to learn about future MREA openings, please let us know at apply@midwestrenew.org and you'll be added to our MREA Vacancy Notification List.

MREA is committed to the principle of equal employment opportunity for all and will not discriminate against any employee or applicant for employment in a manner that violates the law and our stated principles. MREA is committed to employing qualified people regardless of their race, color, religion, sex, sexual orientation, marital status, gender identity or expression, pregnancy, parental status, age, national origin, disability status, genetic information, family medical history, ancestry, protected veteran status, socioeconomic status, or any other class protected by federal, state, or local laws.

It is the responsibility of everyone employed at MREA to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every MREA employee to help create a job environment that is conducive to effective equal employment opportunity. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.