



Solar Project Facilitator – Limited Term Full Time Position

The Solar Facilitator will work closely with the Arch Electric teams in Madison to facilitate the design, planning, construction and tracking of solar electric installations throughout Wisconsin. This individual will report to and be mentored by the Madison branch manager and be part of a leading clean energy contractor with who's been doing solar right in Wisconsin since 2003. The Solar Project Facilitator will have immediate access to industry leading technology and best practices while supporting the development and implementation of residential and small commercial solar projects in WI.

This is a tremendous entry level opportunity for someone with basic knowledge of and passion for clean energy and an ability to learn quickly and contribute from day one. This role will be somewhat tailored to suit the skills and experience of the selected individual and to maximize value for both Arch Electric and the employee. If the selected candidate is a college or tech school student, this position could be structured as an internship and Arch Electric would work with to meet the school's standards and requirements for an internship.

This is a Limited Term full-time hourly position with hours varying between 32-40 hours per week. While there is potential for a permanent position, the initial timeframe for this position is June-October 2021. Some weekend and evening hours may be required for in person and virtual events.

How to Apply

1. [Follow this link to complete a brief questionnaire](#)
2. Send your resume & Cover Letter to Stanley@ArchElec.com

Primary Duties & Responsibilities

- Routinely communicate directly with customers via phone, email, and in person.
- Respond to and track phone, email, and other inquiries about solar and battery projects.
- Assist in the design of residential solar electric systems utilizing software like Aurora and Helioscope.
- Assist in the generation of proposals, contracts, and all other project documents.
- Assist with the generation of required documentation for setup, permitting & interconnection.

Additional Tasks

- Data entry and other tasks required to properly track performance of projects.
- Ensure accuracy in job setup and closeout materials.
- Visit homes in Dane County to collect important details used for design and installation planning.
- Attend virtual and in person events to promote Arch Electric and solar energy.

Qualifications

- Some familiarity with residential solar electric basics preferred.
- Training from Midwest Renewable Energy Association, Madison College, or similar institutions preferred.
- The selected candidate will need to learn quickly and be willing to perform a wide range of new tasks.
- Ability to quickly learn new software platforms and systems is essential.
- Eagerness to speak with and email Wisconsinites who are interested in solar is a big part of this position.
- Valid driver's license & ability to visit job sites in Dane and surrounding counties.
- Demonstrated passion or enthusiasm for clean energy is essential to success.