



04/08/2022

### Program Associate, Illinois Solar For All

The Program Associate will provide support to the Illinois Power Agency's ("Agency") team that manages solar incentive programs. These programs include the Illinois Solar For All Program, which offers incentives to support access to solar for low-income households, non-profit organizations, and public facilities, and the Adjustable Block Program, which provides incentives for distributed generation and community solar projects.

The Program Associate will report to and support the Illinois Solar for All Program Manager, and will provide support to the Adjustable Block Program Manager on an as-needed basis. The Illinois Solar for All program promotes equitable access to Illinois' growing solar market, and prioritizes consumer protections for participants to ensure a positive experience and meaningful energy cost savings. It is one of a handful of income-eligible solar incentive programs nationwide and this position will be contributing to the growth of an exciting new way of promoting community investment, reducing low-income energy burdens, and expanding the environmental benefits of solar generation to low-income and environmental justice communities across Illinois. A personal commitment to these goals is vital.

Responsibilities include, but is not limited to:

- Facilitating and tracking projects related to the Agency's solar incentive programs
- Developing updates to program requirements and overseeing compliance by program participants
- Interfacing with a program's third-party Program Administrator to finalize documents, close out projects, and trouble-shoot various issues as they arise
- Supporting the tracking of program metrics
- Supporting other program-related tasks on an ad hoc basis
- Maintain and update central storage of program materials

A successful candidate must have:

- The ability to maintain strong attention to detail across multiple, ongoing projects
- Strong writing and editing skills
- Proficient in Microsoft Office Suite, must be comfortable in Excel
- A track record of meeting deadlines and successfully closing out tasks
- The ability to work with a collaborative and agile team, taking on new assignments as needed
- Commitment to the delivery of quality services to low-income residents
- The ability to learn a new database or computer system



A competitive candidate may have:

- Experience working in the public sector
- Job experience and/or course work in energy, with a focus on renewable energy or solar specifically
- Customer/client service experience, particularly in services to income-eligible individuals or households
- Fluency in Spanish to assist with the translation of Program materials

To Apply

- Submit a letter of interest and a resume or C.V.
- Please include three professional references as part of your application.
- To apply, please upload/submit all items mentioned above with your online application to <https://illinois.jobs2web.com/job-invite/14355/>

#### About the IPA

The IPA is an independent state agency established under Illinois law in 2007. It is charged with preparing annual electricity procurement plans and managing power purchases for residential and small commercial customers of Illinois electric utilities.

The IPA is also responsible for the implementation of the Illinois Renewable Portfolio Standard (“RPS”), a state policy designed to increase the development of renewables in Illinois. Additionally, the IPA is also responsible for the development and implementation of a Carbon Mitigation Credit Procurement Plan and Zero Emission Standard Procurement Plan used to support at-risk nuclear plants.

For more information on the Illinois Power Agency, please see: [www.illinois.gov/ipa](http://www.illinois.gov/ipa)

The Agency currently operates in a remote business environment due to the ongoing impact of the COVID-19 pandemic crisis.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*