



Hiring: Program Coordinator

ABOUT RENEW WISCONSIN:

RENEW Wisconsin has been the leading renewable energy advocacy organization in Wisconsin since 1991. We have been involved in nearly every Wisconsin renewable energy policy, program, and large-scale project over the last thirty years and are the state's foremost communications experts on renewable energy. Through public presentations and expert guidance for residents, businesses, local governments, and community organizations, RENEW makes clean energy accessible to all Wisconsinites.

POSITION OVERVIEW:

RENEW Wisconsin seeks an organized and outgoing individual to join our team of energy professionals. As Program Coordinator, you will play a major role in the success of our organization by administering RENEW's solar programs, which are under contract from municipalities and philanthropic foundations. You will be responsible for tracking and overseeing grants, organizing events, and promoting solar energy across Wisconsin. This position requires a background in management or marketing and a passion for renewable energy and energy equity.

RESPONSIBILITIES:

- Manage and oversee the success of our solar programs including
 - MadiSUN solar program for businesses, nonprofits, and homes in the Madison area
 - Solar for Good grant program for nonprofit organizations throughout Wisconsin
- Program implementation includes:
 - Managing all day-to-day aspects of these programs
 - Delivering public education and information sessions
 - Planning educational events and ribbon-cuttings
 - Working with solar installers and key stakeholders to ensure overall contract/grant success
 - Overseeing interns, volunteers, and/or staff to implement various details of the programs
- Provide up to date information on state and federal funding to advise program participants
- Organize events, press conferences, and information sessions to educate stakeholders and media about renewable energy successes and issues in the state.
- Support annual Summit and other events as needed

- Represent RENEW Wisconsin at various meetings and events
- Build and maintain relationships with coalitions and outside partners to increase momentum for solar energy deployment

QUALIFICATIONS:

- Background and experience in project management or marketing
- Public speaking skills and experience. Comfortable with public speaking, delivering presentations, and communicating and engaging with stakeholders and citizens
- Event planning skills, including the ability to organize individuals, stakeholders, and media
- Office management: strong organizational skills in Microsoft Office (Word, Excel, and PowerPoint)
- Considerable interpersonal relationship skills with an ability to work with a wide range of people and demonstrate cultural sensitivity
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in multi-task situations
- Effective skills in oral, written, and listening communication
- Willing to take on new tasks and learn new skills
- Bachelor's degree or higher in a relevant field or equivalent experience

REPORTING TO:

This role will report to the Executive Director.

SALARY & BENEFITS:

Compensation is \$45,000 - \$55,000. Additional benefits include health insurance reimbursement, a Simple IRA retirement plan, and paid time off.

SCHEDULE AND WORK LOCATION:

RENEW Wisconsin is a 501c3 organization located in downtown Madison. This will be a full-time (~40 hours per week) position with 10-15% travel expected, mainly within Wisconsin. Office hours are typically 9 am to 5 pm Monday through Friday with occasional evening and weekend events. Our organization is flexible with a hybrid in-office/work-from-home environment and promotes work-life balance.

DIVERSITY AND INCLUSION STATEMENT:

The perspectives and experiences that people from different backgrounds bring to an organization drive better decisions and improved results. RENEW is an equal opportunity employer, and our staff is inclusive and welcoming of colleagues of all backgrounds, genders, races, sexual orientations, religions, and abilities.

HOW TO APPLY:

To apply, please submit a cover letter and a resume via email to the Hiring Manager (hr@renewwisconsin.org) with "Program Coordinator" as the subject line. Applications will be accepted on a rolling basis.