

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Program Coordinator, Solar for All

This position is one of several position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

Location: Augusta, ME

Working Title: Program Coordinator - Solar for All (Public Service Coordinator II)

Agency: Maine Governor's Energy Office

Salary: \$71,843.20 - \$101,587.20

Summary

The Program Coordinator – Solar for All serves as a key staff person in the Governor's Energy Office (GEO). The GEO is the state of Maine's designated energy office and primary advisor to the Governor on energy issues. The GEO, on behalf of the State of Maine, has been selected by the U.S. Environmental Protection Agency for a five-year, \$62 million competitive award through the Greenhouse Gas Reduction Fund Solar for All program funded by the Inflation Reduction Act. The GEO's Solar for All program activities reflect a comprehensive suite of programs designed to equitably accelerate the deployment of solar and energy storage to benefit Maine's most vulnerable households, delivering energy savings, a cleaner environment, and high-quality jobs.

The Program Coordinator provides day-to-day coordination and administration of the GEO's responsibilities under the Solar for All award, with a focus on cost-effective deployment of solar and energy storage to benefit low-income and disadvantaged households. This position will play an important role to facilitate the GEO's renewable energy efforts through thoughtful engagement, datadriven analysis, partnerships with priority communities, and working with stakeholders. The Program Coordinator will report to the Policy and Markets Program Manager and coordinate closely with GEO senior leadership.

Examples of Duties

- Managing the day-to-day responsibilities of the Solar for All program, in close coordination with other GEO staff.
- Developing and administering sub-awards to eligible entities under the Solar for All program.
- Coordinating stakeholder engagement related to Solar for All program activities, including supporting GEO's Communications Manager with and providing staff support for the Solar for All advisory board.

- Ensuring all funding activities are consistent with State and Federal requirements, including conditions of award established by EPA.
- Researching best practices and models for Maine to ensure cost-effectiveness and maximum program impact.
- Facilitating engagement with outside experts, other jurisdictions, and best practices to design and implement Solar for All program activities
- Other related research, policy development, and technical activities pertaining to equitable deployment of solar and energy storage, as directed.

JOB TASKS:

- Coordinate the development and execution of the Solar for All-funded program activities.
- Support the deployment of Solar for All-funded technical assistance, including workforce development and project siting and permitting program activities.
- Establish and administer applicable funding tracking, reporting, and monitoring requirements for Solar for All and any other relevant funding sources.
- Provide support on a variety of topics that come before the GEO.
- Monitor and support the office's engagements with a variety of entities and forums such as the Maine Public Utilities Commission, and the federal government.
- Engage directly with stakeholders to inform and advance GEO activities and priorities.
- Produce written public content around these topics as necessary.
- Monitor and track policy development and project deployment across New England and other markets to inform the state's policy.
- Lead and support efforts around special projects and energy policy studies that seek to meet legislative requirements or priorities of the GEO.
- Support various federal funding opportunities that help meet the state's energy goals.

Minimum Qualifications Required

A Bachelors' Degree in Economics, Business or a related field and at least three (3) years of directly related training, education and/or professional level experience in which may include experience in energy/economic development policy and program development, analysis and implementation. Related professional experience may be substituted for education on a year-for-year basis.

Experience And Training

- Strong knowledge of solar energy deployment. Experience with funding programs, program deployment, and/or project finance are preferred.
- Strong project management experience.
- Excellent analytical and research skills.
- Familiarity with and ability to utilize various data sets, especially related to energy markets.
- Experience preparing research, analysis, and other data in reports or studies for public consumption.
- Experience with stakeholder engagement. Experience with meaningful engagement with underrepresented or socially vulnerable communities is preferred.

- Strong communications and writing skills, ability to communicate effectively with both internal and external audiences.
- Strong interpersonal skills and ability to work as a member of a team.
- Strong organizational skills and the ability to multitask and prioritize.
- Proficiency in Microsoft products – Excel, Word and PowerPoint.

Employment Details

2-year Limited Period position

Full-time, In-person

Salary & Benefits:

\$71,843.20 - \$101,587.20

No matter where you work across Maine state government, you find employees who embody our state motto—"Dirigo" or "I lead"—as they provide essential services to Mainers every day. We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- Work-Life Fit – Rest is essential. Take time for yourself using 13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave annually. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- Health Insurance Coverage – The State of Maine pays 85%-95% of employee-only premiums (\$11,196.96 - \$12,514.32 annual value), depending on salary. Use this chart to find the [premium costs](#) for you and your family, including the percentage of dependent coverage paid by the State.
- Dental Insurance – The State of Maine pays 100% of employee-only dental premiums (\$387.92 annual value).
- Retirement Plan – The State contributes the equivalent of 18.09% of the employee's pay towards the Maine Public Employees Retirement System (MainePERS).

State employees are eligible for an [extensive and highly competitive benefits package](#), covering many aspects of wellness. Learn about additional wellness benefits for State employees from the [Office of Employee Health and Wellness](#).

Note: Benefits may vary somewhat according to specific collective bargaining agreements and are prorated for anything less than full-time.

To Apply:

Opening Date: September 13, 2024

Closing Date: October 4, 2024

Apply by September 27, details here: <https://mainebhr.hire.trakstar.com/jobs/fk0phrj/>