

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Shared Solar Programs Coordinator

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: Richmond, VA

Working Title: Shared Solar Programs Coordinator, Policy and Planning Specialist II

Agency: Department of Energy, Administrative Services

Salary: \$65,000 - \$80,000

Summary

Are you knowledgeable of shared solar market solutions and renewable energy policies, regulations, and programs? Do you have experience establishing clear guidelines for new programs? Then look no further! The Virginia Department of Energy, State Energy Office, is seeking a Shared Solar Programs Coordinator to administer the shared solar and grid interconnection assistance programs within the Solar for All portfolio. The successful candidate will coordinate, design, launch, and manage this new program in a way that complies with federal requirements while delivering maximum benefits to the Commonwealth.

This position is federally funded with funds approved through September of 2029. Employment beyond that date is contingent upon the availability of additional state or federal funds. Additionally, this position is currently approved to work a Hybrid telework schedule with four days in the office and one day of telework.

Examples of Duties

Minimum Qualifications Required

The successful candidate should have the following knowledge, skills, abilities, and experience in order to qualify for this position:

- Knowledge of the shared solar market, including the policies, regulations, and other factors enabling or constraining its growth

- Knowledge of Virginia’s renewable energy policies, regulations, and programs, particularly related to shared solar
- Knowledge of grid interconnection processes related to distributed solar projects (up to 5MW)
- Knowledge of challenges and opportunities for making financially advantageous solar solutions accessible for low-income households and households in disadvantaged communities
- Ability to establish clear guidelines for Solar for All program participation, including eligibility criteria, application processes, and performance benchmarks
- Ability to conduct key program management duties, such as manage the budget, manage hired program implementation partners, and complete required reporting
- Advanced problem-solving skills to identify challenges, develop innovative solutions, and manage risks in program operations
- Strong skills in building and maintaining relationships with a variety of stakeholders, including local, state, and federal government agencies, hired contractors, industry partners, and industry associations
- Ability to work cooperatively with team members to move program tasks and initiatives forward
- Excellent verbal and written communication skills, with the ability to effectively convey complex information to diverse audiences and advocate for program initiatives
- Experience with Microsoft Project is a plus
- A valid driver’s license with a good driving record

Experience And Training

- • Experience with Microsoft Project is a plus

Salary & Benefits:

Full-time (salaried); \$65,000 - \$80,000

To Apply:

This position will close on October 4, 2024, at 11:55 p.m. To be considered, please submit a state employment application, or resume, online at <https://www.jobs.virginia.gov/home>. A hiring manager will review all applications received and select candidates who most closely meet the established criteria for interviews.

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.

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As a certified V3 organization, Virginia Energy honors the Commonwealth's veterans hiring preference. AmeriCorps, Peace Corps, and other National Service Alumni are also encouraged to apply.

Applicants requiring reasonable accommodation for any part of the application process, or any part of the remaining hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Contact Information

Name: Human Resources

Phone: 804-729-6048

Email: humanresources@energy.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. **Equal Opportunity Employer**