

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Clean Energy Associate or Clean Energy Senior Associate

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: Salt Lake City, Utah

Working Title: Clean Energy Associate or Clean Energy Senior Associate

Agency: Utah Clean Energy

Salary: \$60,000 - \$80,000

Summary

Utah Clean Energy is seeking a committed and passionate Clean Energy professional to help us advance climate solutions in Utah through the equitable deployment of clean energy resources. This impactful position will focus on bringing solar power solutions to under-resourced residents across the state. Given the complexity of solar installations and the interplay between individuals, solar professionals, utilities, local permitting agencies, and funding streams, this position requires a blend of technical expertise, problem-solving skills, and organizational excellence, along with a strong ability to communicate effectively with a variety of stakeholders.

The ideal candidate for this position is passionate about addressing climate change and supporting underserved communities. They recognize that clean energy solutions must be realized by everyone to solve the climate crisis. As such, this candidate is skilled at building trusting relationships with people from a variety of backgrounds and lived experiences. Additionally, this person is able to understand and explain the technical aspects of clean energy deployment and work with performance metrics to quantify program impacts. This position requires a problem-solver who can navigate between regulatory, legislative, financial, and community priorities and who can recognize when they need help and how to find it either within or outside of our team of energy experts.

Examples of Duties

The Clean Energy Associate/Senior Associate will collaborate with Utah Clean Energy's staff and partners to develop and implement programs to make solar energy accessible and affordable for underserved Utahns. Large-scale deployment of clean energy resources benefiting underserved Utahns has never been achieved in Utah, so innovative problem-solving underlies every aspect of this position.

Responsibilities include:

- Contribute to program design and implementation of solar programs for single-family, multi-family and community solar installations.
- Work with industry, utility, regulatory, government, and community stakeholders to inform program design. Collaborate with community stakeholders to identify obstacles to solar adoption, as well as solutions to overcome those obstacles.
- Contribute to educational materials for clean energy outreach.
- Organize and run meetings and solicit engagement from multiple parties.
- Communicate program parameters, goals and outcomes.
- Assist with project milestones, timelines and deliverables.
- Assist with managing and tracking program metrics.
- Contribute to Utah Clean Energy's strategic goals around clean energy and decarbonization.
- Other tasks that may be needed to support solar deployment in underserved populations and
- support Utah Clean Energy's mission.

Minimum Qualifications Required

- Passionate about mitigating the climate crisis and creating a clean and equitable energy future for Utah and the West.
- Bachelor's degree in environmental science, chemistry, physics, geology, engineering, economics, public policy or related area. An advanced degree may be considered as a substitute for experience.
- Demonstrated ability (2+ years minimum) of providing technical and analytical expertise, engaging in creative problem-solving, and working with diverse partners to build support for innovative solutions.
- Strong written and verbal communication skills, with the ability to rapidly assimilate and synthesize technical information.
- Demonstrated collaboration, networking and relationship-building skills with a variety of partners (such as policymakers, community and business leaders, government agencies, regulators and community members).
- Highly organized and self-directed, with the ability to work independently, while being flexible in a fast-paced, collaborative, and evolving environment.
- Ability to manage complex projects, meet deadlines, coordinate with internal and external team members, and track progress toward short and long-term deliverables.
- Desire to be a part of an influential team of professionals, who embrace high quality, impactful work, and a healthy work-life balance.
- Eager to take on a wide variety of tasks and help with all aspects of a small nonprofit organization.
- Proficiency with Microsoft Office Suite including Outlook, Word, Excel, PowerPoint, and Teams, as well as project management software.

- Proficiency with GIS mapping systems would be useful.

The ideal candidate will also:

- Have experience in and/or understanding of energy, utility, and regulatory systems.
- Experience with and/or understanding of distributed energy generation (such as solar), and how these resources interact with the electricity grid

Work Environment

Utah Clean Energy understands that working towards equity and social justice is an ongoing, dynamic, and complicated process. To that end, we are committed to learning and adapting in order to embed equity into our daily work, programs, and office environment. To achieve these things, we focus on the following priorities: including and uplifting diverse voices, building relationships, staff engagement and awareness, and incorporating equity into our work.

Our goal is to have a diverse and inclusive team. We are an equal opportunity employer and are committed to a policy of nondiscrimination with regard to race, sex, color, age, religion, creed, class, sexual orientation, gender identity, national origin, and disability in recruitment, hiring, and promotion. We strongly encourage candidates with diverse backgrounds to apply. If you've read this job announcement but do not meet 100% of the qualifications but are inspired by our vision and mission, we hope you will apply.

Salary & Benefits

This position is a full-time exempt position posted at an Associate or Senior Associate level dependent on experience. The salary range will be between \$60,000 and \$80,000 depending on relevant experience. Utah Clean Energy's benefits package includes company-paid health insurance, 403(b) retirement plan contributions, life & long-term disability insurance coverage, paid vacation leave, sick leave, holiday leave, and parental leave and a hybrid work environment that supports strong work-life harmony.

To Apply:

Open until filled with an initial application deadline of January 22, 2025. To apply, please submit your resume, cover letter, and answers to the following questions on our [online application portal here](#).

Anticipated position start date in February/March 2025.

- Q1) What motivates you to spend your time and talent on climate and clean energy?
- Q2) Describe a project or experience where your initiative enabled a complex project to succeed. This can be personal, professional or educational but should demonstrate your initiative and problem-solving capabilities.