

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Paralegal – 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: Remote

Working Title: Paralegal – Solar for All

Agency: Capital Good Fund

Salary: \$75,000 - \$83,160

Department: Legal

Supervisor: General Counsel

FLSA Status: Full-Time Non-Exempt

About Capital Good Fund:

Capital Good Fund (“Good Fund”) is a nonprofit, U.S. Treasury-certified Community Development Financial Institution headquartered in Providence, RI. Founded in 2009, our mission is to create pathways out of poverty and advance a green economy through inclusive financial services.

About Solar For All:

Good Fund has been awarded a \$156 million Solar for All (“SFA”) grant to bring the benefits of solar and battery storage to 16,000 low-income and disadvantaged Georgians over the next five years. To support this initiative, we seek experienced staff to ensure federal grant compliance, develop standards and processes, and support legal and administrative needs related to the program. This position is contingent upon grant funding.

Position Summary:

We are actively seeking a detail-oriented and proactive Paralegal to support the Legal Team in managing contracts, compliance, and administrative legal functions related to the Solar for All program. This individual will work closely with the General Counsel, Director of Georgia BRIGHT, Compliance Manager, and other team members to assist with conducting legal and regulatory research, draft legal and compliance documents, manage files and organize legal documents. The ideal candidate will have experience in contract law, federal administrative law, regulatory compliance, and administrative legal support and will be comfortable working in a fast-paced nonprofit environment. Good Fund employees are committed to using financial services to transform the lives of those we serve.

Core Responsibilities & Duties:

- Assist with drafting, reviewing, and managing contracts related to the Solar for All program, including service agreements, subcontracts, and procurement documents.
- Monitor internal organization legal intake queue, conduct intake interviews, gather facts and assist General Counsel with tracking and reporting of legal department key performance indicators.
- Conduct legal research on regulatory requirements and industry best practices for solar energy and financial services.
- Support the legal team in maintaining contract databases and tracking contract terms, obligations, renewals, and compliance deadlines.
- Assist in preparing training materials and presentations on legal matters for internal staff, subrecipients, and contractors.
- Prepare drafts of legal and regulatory filings in compliance with federal and state laws and regulations.
- Provide general administrative support, including organizing legal documents, managing correspondence, and scheduling meetings.
- Support risk management efforts, helping identify potential legal and regulatory risks associated with the Solar for All initiative.

Required Skills, Knowledge, and Abilities:

- Associate's or Bachelor's degree.
- Minimum 2 years of experience as a Paralegal, preferably in contract law, regulatory compliance, or nonprofit legal services.
- Strong research, organizational, and document management skills.
- Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills with a strong attention to detail.
- Proficiency in Google Workspace, client management software, contract management software, and legal research databases.

Desired Skills, Knowledge, and Abilities:

- Ability to conduct thorough research using legal databases, statutes, case precedents, and other legal resources.
- Proficiency in drafting legal documents and memos.
- Understanding of legal terminology and concepts.
- Experience managing multiple matters, including organizing files, tracking deadlines, and preparing for public presentations.
- Ability to verify legal authority in briefs and memos.
- Experience in reviewing and organizing large volumes of documents.
- Experience with federal grant compliance, nonprofit organizations, energy law, administrative law, environmental law, or contract negotiation and management preferred.

Salary and Benefits:

- \$75,000 - \$83,160, commensurate with experience.
- Medical, Dental, and Vision packages.

- 401K with employer matching contribution.
- Generous Vacation Packages, Company Holidays, and Administrative Time Off.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Application Process:

Capital Good Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. We encourage applicants of all backgrounds, including those from underrepresented communities, to apply.

This role is based in the United States, and will require the selected employee to be based in the United States during the tenure of employment. This position requires valid authorization to work in the United States.

NO RECRUITERS OR AGENCIES PLEASE.