



Project Associate

The Clean Energy States Alliance (CESA) seeks a Project Associate to work primarily on two projects—the [Solar with Justice](#) project and the [Energy Storage Technology Advancement Partnership](#) (ESTAP). The Solar with Justice project seeks to encourage collaboration between state energy agencies and frontline community-based organizations to ensure equitable solar development. ESTAP is a federal-state funding and information sharing project that aims to accelerate the deployment of energy storage technologies through technical assistance and co-funding partnerships between states and the US Department of Energy (DOE).

CESA is a national, nonprofit coalition of public agencies and organizations working together to advance clean energy. CESA members—mostly state agencies—include many of the most innovative, successful, and influential public funders of clean energy initiatives in the country. CESA is managed and staffed by Clean Energy Group (CEG). For more information, see www.cesa.org.

Location

CESA employees can choose to work remotely or in the Montpelier, VT office. A combination of remote and in-office work is also possible. We offer a flexible workplace environment with a casual dress code. Employees currently work both from home and/or from our offices depending on their work style, preferences, and level of concern for public health and safety. CESA is committed to ensuring employees have all the tools they need to perform their job duties whether at home or in the office and can make reasonable accommodations to enable individuals with disabilities to perform essential functions.

Availability

This is a full-time position, with responsibilities commencing immediately upon selection of the most qualified candidate.

Position Description

The Project Associate will carry out research and administrative tasks related to the Solar with Justice project and ESTAP. Responsibilities will include:

- Handle logistics and registrations, and help coordinate content, for a national workshop, as well as other meetings for the Solar with Justice project
- Carry out research and provide writing support for case studies of specific projects involving state energy agencies and community organizations in developing solar for institutions and households in LMI communities
- Manage a database of environmental justice organizations and other community groups that are interested in solar for low- and moderate-income (LMI) communities across the country; research and make updates to the information in a database, as necessary
- Assist CESA staff in working with representatives of national laboratories and DOE on energy storage project management. This may include fulfilling monthly and quarterly

project progress reporting requirements, engaging in frequent communication with project teams, and providing administrative support for stakeholder group meetings

- Assist CESA staff and project partners in providing energy storage policy support to state policymakers and regulators. This may include assisting with surveys, interviews, research, report writing, convening, webinars and presentations
- Coordinate the monthly meetings of the energy storage working group with state energy offices, and plan group activities/presentations/discussion
- Assist CESA's Communications Manager and other colleagues in managing the planning and production of webinars
- Coordinate with Solar with Justice project partners and advisory committee on team meeting schedules, as well as to ensure project deliverables are produced and project timelines are met
- Help track contacts related to the Solar with Justice project
- Carry out other research and administrative tasks as necessary

Desired Qualifications

Wondering whether you have the right credentials or background to apply? We value lived experience and are serious about embracing diversity. Desired qualifications include:

- Knowledge of clean energy issues and clean energy technology including both solar and energy storage
- Strong research, writing, and organizational skills
- Excellent attention to detail
- Understanding of the energy challenges facing LMI households and environmental justice communities, as well as the needs of the changing electric grid and state and national decarbonization goals.
- Ability to juggle multiple projects
- Ability to work independently
- Excellent "people skills" including the ability to work with project partners and colleagues from many different backgrounds, including engineers, policymakers, regulators, community organizers, and stakeholders

Education and Experience

- At least six months' relevant work experience
- Experience working remotely

Salary and Benefits

Anticipated starting salary is \$49,000 - \$54,000, depending upon qualifications. Excellent benefits package includes health, dental, and vision insurance with 10% employee cost contribution; life insurance; generous matching of retirement plan contributions; starting four-weeks paid time off; and paid sick days, parental leave, and holidays.

Travel

Occasional domestic travel will be required. Business travel typically lasts from two to three days with some weekend travel necessary.

To Apply

Submit a cover letter, resume, and a writing sample (a document of at least two pages that you previously wrote for work, school, or some other purpose) via email to careers@cleanegroup.org. For the email's subject line, enter "Project Associate." Review of applications will begin immediately and will continue until the position is filled.

CEG is an equal opportunity employer. CEG does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, ancestry, non-job-related disability, or status as a veteran. CEG is committed to learning more about and applying principles of diversity, equity, inclusion, and justice in its work.