

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Solar Program Coordinator

Please note that this is not specifically a Solar for All job description, but it is generally related to solar.

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.

Philadelphia, Pennsylvania

Title: Solar Program Coordinator

Agency: Philadelphia Energy Authority (PEA)

The Philadelphia Energy Authority (PEA) is an independent municipal authority focused on building a robust, equitable clean energy economy for Philadelphia. Launched in 2016, PEA leads the Philadelphia Energy Campaign, a \$1 billion, 10-year investment in energy efficiency and clean energy projects to create 10,000 jobs. PEA implements residential clean energy programs including Solarize Philly to expand access to affordable home solar as well as Built to Last, Philly's Whole-Home Repairs program. PEA administers Philadelphia's C-PACE (Commercial Property Assessed Clean Energy) Program to assist clean energy commercial development. PEA also holds long-term energy contracts on behalf of the City of Philadelphia, from utility-scale solar installations to municipal building Guaranteed Energy Savings Act (GESA) projects. It acts as a technical support resource for the City of Philadelphia, the School District of Philadelphia, and others.

Reports to: Senior Manager, Solar Programs

Number of direct reports: 0

Location: Hybrid remote and in-person at 30 S 15th St, Suite 801, Philadelphia, PA 19102

Open Date: March 24, 2025

Close Date: April 25, 2025. Applications will be accepted on a rolling basis.

Exempt/Non-Exempt Status: Exempt (Full-Time)

Philadelphia Residency: Required within 6 months of start date

Position Summary:

The Solar Program Coordinator will work on the implementation of the Solarize Philly program and successor programs managed by PEA. The Solar Program Coordinator will support the Senior Manager of Solar Programs, who currently leads work on Solarize Philly, and will perform administrative, operational, and project coordination tasks. They will provide a critical layer of project coordination including data collection and management, customer relationship management, and ensuring partners carry out their program work in line with PEA's program

design. Experience with program and/or project delivery and a highly organized approach will be vital to the success of this role.

Solarize Philly is the City of Philadelphia's initiative to help residents to go solar at their homes or businesses. Since the program's launch in 2017, Solarize Philly has helped 3,800+ property owners go solar. PEA has selected high-quality installers and equipment and put in place consumer protections to help Philadelphia grow its solar market. Now, PEA and its green bank affiliate, the Philadelphia Green Capital Corps (PGCC), are working together to expand access to the Solarize program through the launch of Solarize Greater Philly. This program supports the growth of the solar market in the Greater Philadelphia region with a focus on low-income communities.

Key Success Factors:

Our ideal candidate is a highly organized, strong communicator with a demonstrated interest in solar energy, energy efficiency, and work in historically underserved communities. Experience in renewable energy, solar project coordination, residential solar sales, sustainability, or energy efficiency is a plus. Customer service experience would be valuable in this role. Because we are a small team, PEA seeks a self-starter with an entrepreneurial mindset, a person who is comfortable with learning new things, who is focused on results rather than tasks, who does what they say they will do, and who has a high level of attention to detail and follow-through. Comfort with juggling multiple priorities, deadlines, projects, and customer service requirements concurrently will be key in this role. Excellent data management skills, including experience with CRM platforms (Salesforce preferred), customer relationship tracking, and contract management, are essential.

A commitment to Philadelphia and a passion for energy, sustainability, climate change, equity, and economic development issues are essential.

Responsibilities may include:

- Communicating with people who are interested in solar programs and answering inbound inquiries and customer service calls
- Updating the Solarize Greater Philadelphia database on a regular basis and generating internal reports.
- Overseeing solar installers to ensure all partners meet contractual obligations.
- Engaging with community partners, and other stakeholders to support enrollment and leading outreach and education activities.
- Supporting existing relationships with utilities and permitting agencies in Philadelphia, as well as working to foster new relationships in the surrounding counties.
- Reviewing documentation to verify eligibility for certain subsidies and discounts.
- Implementing data system improvements to ensure accurate data reporting and conducting minor adjustments to the CRM as needed
- Coordinating solar system inspections.

- Drafting communication materials about the program, including customer-facing communications, grant application content, and procurement processes.
- Supporting the planning of the annual Philadelphia Solar Week and Earth Week conferences and other events.
- Representing PEA at conferences, job fairs, networking events, meetings, etc. as appropriate. Some events may take place on evenings and weekends.
- Other duties as assigned, including activities associated with PEA's other residential programs.

Required Qualifications:

- High school diploma or equivalent
- 1-3 years of relevant experience
- Strong Proficiency in CRM software (preferably Salesforce), MS Office, Google Suite, and communications platforms.
- Exceptional organizational, written, verbal, and interpersonal skills and comfort with frequent client interactions and phone calls.
- Attention to detail and a demonstrated ability to manage high volumes of information and data in a manner that is systematic and streamlined.
- Ability to thrive in a fast-paced work environment with multiple priorities, objectives, and deadlines.
- Philadelphia residency required within 6 months of date of hire.

Preferred Qualifications:

- Experience working in residential clean energy, construction, project management, or construction management.
- Experience with data management, social services, or human resources.
- Experience with customer service and with managing coalitions, vendors, and/or program partners.

Salary & Benefits: Our salary target for this role is in the high \$50,000 to mid-\$60,000 range and will be commensurate with experience. Benefits include (but are not limited to) generous healthcare, fringe and retirement benefits, and paid time off.

How to apply

Please send a resume and a brief cover letter explaining why you'd be a good fit for this role and including how you heard about the position to jobs@philaenergy.org. The subject line must include "[FirstName LastName] Solar Program Coordinator Application." Incomplete applications will not be considered. Inquiries or clarifications must be submitted via email.

The Philadelphia Energy Authority is an Equal Opportunity employer and does not tolerate discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.