

# Programs Assistant Job Description

Date Available: May 7, 2024

Start Date: July 1, 2024



## **Job Title**

Programs Assistant

## **Supervisor**

Energy Programs Director

## **About The Energy Co-op**

The Energy Co-op uses the power of community to lead today's sustainable energy evolution. As a sustainability-focused 501(c)(12) nonprofit cooperative, we help our members buy, use, and understand renewable energy. We are Pennsylvania's only member-owned supplier of 100% renewable electricity and 100% renewable natural gas, and we offer affordable, transparently priced heating oil to members in southeastern Pennsylvania, northern Delaware, and southern New Jersey. We are a small, dynamic team based in Philadelphia, and are seeking a full-time Programs Assistant to provide essential program support through process, administrative, data, and relationship management as we look to expand our membership and grow our impact in the clean energy space.

## **Position Overview**

The Programs Assistant will primarily be responsible for providing process, reporting, project, relationship, and administrative program support across all three of our energy programs. This person will manage the Programs calendar and processes, conduct research and reporting, support the Energy Programs Director in project management, and carry out a number of responsibilities that will help maintain an effective foundation through which we accomplish our core Programs activities. We are looking for someone who is highly organized and is able to effectively manage multiple projects and priorities at once. The ideal candidate should demonstrate keen attention to detail, an ability to communicate timelines and deadlines to others, and should be comfortable working as part of a small team while also possessing a level of initiative that allows them to be productive when working independently.

## **Responsibilities**

- Manage Programs calendar to ensure timely administration of key Programs activities, processes, and adherence to deadlines
- Document, improve, and manage program processes to ensure high-quality program performance and integrity
- Carry out routine and ad hoc programs and relevant organizational reporting
- Track and update key program data, indicators, and performance metrics
- Conduct routine and ad hoc data uploads and data cleanings
- Process reports and data provided by staff and third-party vendors
- Audit third-party vendor performance and support program third-party vendor relations
- Perform contract reviews to assist in program purchases and service acquisitions
- Manage program payables through invoice tracking and confirmation
- Carry out routine program pricing updates on internal and public-facing platforms
- Provide administrative support for regulatory compliance activities
- Carry out routine regulatory notice processes and communications
- Conduct research and administrative activities to assist with ad hoc projects

### **Required Qualifications**

- Bachelor's degree in a related field
- 1-2 years of experience in a coordinator, administrative, or similar role
- Salesforce CRM user experience
- Intermediate to advanced Excel skills (v-lookup, pivot tables, filters)
- Ability to work with complex datasets
- Strong time management and prioritization skills
- Process oriented with strong logical thinking skills
- Experience with Microsoft Office Suite
- Ability to synthesize and communicate information effectively

### **Ideal Qualifications**

- Experience or academic background in renewable energy, environmental studies, and/or sustainability
- Strong written and verbal communications skills
- Comfortable deriving structure from ambiguity

### **How to Apply**

[Please submit your cover letter and resume here.](#) Cover letters may be addressed to Hillary Bedeian, Operations Director. Tell us how you learned about this position, why you think you would be a good fit, and your salary requirements. Review of applications will be on a rolling basis and the position will remain available until filled. No phone calls, in-person applications, or recruiters, please.

### **Hours, Compensation, and Benefits**

This is a full-time, exempt position. Starting salary range is \$45,000 - \$55,000, contingent on experience. The Energy Co-op is committed to providing staff with a competitive benefits package, which includes employer-subsidized medical, vision and dental insurance plans, paid time off and company holidays, short- and long-term disability insurance, a retirement plan with employer matching, and professional development funds. The organization prides itself on providing a high-quality work environment with work-life balance.

### **Equal Opportunity Employer**

The Energy Co-op is an equal opportunity employer. Policy prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or veteran status. Further, The Energy Co-op supports and promotes equal employment opportunity, human dignity, and all forms of diversity.

### **Operating Notice**

The Energy Co-op staff currently works on a remote and in-person hybrid basis, with most work performed remotely. Until further notice, employees fully vaccinated against COVID-19 may choose to work in the office or remotely and unvaccinated employees must work remotely. As circumstances change, staff members may be required to work from the office for a specified number of days during the week. When working remotely, the selected candidate will – during normal business hours – be expected to 1) be available for virtual meetings, teleconferences, and calls and (2) be required to designate a safe, quiet remote space from which they can perform their responsibilities without distraction. A laptop computer, docking station, monitor, keyboard, mouse, and riser are provided by The Energy Co-op to be used solely for tasks required of the position. The selected candidate is expected to supply their own mobile telephone and reliable internet service for this position.