



## **JOB OPPORTUNITY: PROGRAM COORDINATOR**

**Status:** Full-time, Exempt

**Location:** Nevada (hybrid)

The Nevada Clean Energy Fund (NCEF) is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF was created in 2017 to accelerate clean energy growth in Nevada, reduce energy costs, create jobs, and meaningfully address climate change. We are in the process of significantly expanding our team, operations, and programs in 2024 and seek a Program Coordinator to help us create a material and lasting impact in Nevada.

### **Position Summary**

NCEF seeks a Program Coordinator to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Program Coordinator, you will coordinate the successful development and implementation of NCEF's Solar for All program. You will report to the Chief Operating Officer (COO) and will also collaborate with and support NCEF's Executive, Investment, and Risk Management teams.

The anticipated start date of this position is July 1, 2024, however there is a possibility for the position to start earlier or later.

### **Your Responsibilities**

- Coordinate logistics for external events (e.g., community workshops, trainings, webinars, dinners, etc.) and manage event vendors.
- Coordinate and manage NCEF's CRM, including program-specific listservs.
- In collaboration with the business development team, conduct outreach via email, text, and phone to key stakeholders (residents, contractors, community groups, etc.).
- Assist investment and operations teams with data entry related to programs and loans.
- Support document production formatting.
- Manage translation of NCEF's materials into different languages.
- Print flyers and other program materials.
- Support project management by facilitating staff use of NCEF's internal task tracking tool.

### **Your Qualifications**

- Passionate about clean energy, combating climate change, and having a positive impact on the lives of Nevadans.
- A minimum of one (1) year or relevant experience
- High attention to detail
- Appreciation for task management and operational achievement
- Excellent interpersonal skills, and the ability to maintain a positive, collaborative relationship with staff and external vendors

- Proficiency with Microsoft Office Suite
- Computer tech and web savvy with the ability to learn quickly
- Graphic design experience is a bonus (or proficiency with Canva, PowerPoint, etc.)

### **Your Compensation & Benefits**

Salary is commensurate with experience. The anticipated salary range for this position is \$50,000-\$65,000. NCEF offers a competitive compensation package that includes medical and dental benefits, a retirement fund match, and paid time off.

### **Equal Opportunity and Diversity, Equity & Inclusion**

NCEF is committed to fostering a diverse, inclusive, and equitable work environment. This includes being intentional in our hiring practices and seeking to overcome systemic biases. If you believe that you have experience and skills that would be valuable to this role at NCEF - even if you do not meet the listed qualifications of the role - please don't hesitate to apply and we will make sure your application garners the attention it deserves.

NCEF is an equal employment opportunity employer, and provides equal employment opportunity to all candidates and employees without regard to race, color, religion, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, or physical disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

### **To Apply**

Interested applicants should submit (1) a one-page cover letter expressing their interest and fit for the position, and (2) a CV/resume to [info@nevadacef.org](mailto:info@nevadacef.org).

Applications will be accepted on a rolling basis until the position is filled.

### **About the [Nevada Clean Energy Fund](#) (NCEF)**

NCEF is a 501(c)(3) nonprofit organization with the mission of supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF works with communities, Tribes, affordable housing developers, schools, local businesses, contractors, governments, utilities, and others to accelerate clean energy growth, reduce energy costs, create jobs, and address climate change. NCEF supports a wide range of clean energy measures, including efficiency retrofits and electrification in homes and commercial buildings, zero-emissions vehicles, and residential and community solar and energy storage projects.

NCEF was created in 2017 by state legislation as the state's "green bank," an institutional model successfully implemented in over a dozen other US states. Green banks are mission-driven institutions that use innovative financing to accelerate the transition to clean energy and address climate change.

NCEF is poised to grow significantly in the coming year due to NCEF's role in administering federal clean energy funds. NCEF already administers approximately \$10 million in federal clean energy funds and was recently selected for another \$156 million federal award.

At NCEF, we are focused on building a collaborative, equitable, respectful, impact-driven, and innovative culture that acknowledges the importance of work-life balance. We seek individuals who are critical thinkers, driven to take on big challenges, open to introspection, excited to connect with a diverse and inclusive set of stakeholders, and act with a high degree of integrity. Importantly, we seek individuals with a shared passion for clean energy, combating climate change, and having a positive impact on the lives of Nevadans.

NCEF is currently a hybrid organization that values strategic in-person collaboration. While employees can conduct the bulk of their work remotely, you should expect regular in-person meetings and working days. All NCEF's employees are located in Nevada.