

Olympia Community Solar

Solarize Coordinator Job Posting

Applications due December 4th at 5pm. Send resume and cover letter to Mason Rolph, mason@olysol.org.

Solar Group Purchase Campaign Coordinator - Part Time \$15/hour

Job Summary: Olympia Community Solar, an ambitious and innovative solar energy non-profit, is seeking applications for a Campaign Coordinator. The Coordinator will develop partnerships, recruit and organize volunteers, and manage residential solar installation customers. The goal of the campaign is to facilitate the group purchase of 50 solar energy systems for Thurston County households. Preferred Candidates who are located in the Olympia / Lacey / Tumwater area. Campaign Coordinator will work directly with Olympia Community Solar's Board of Directors.

What is a Solarize Campaign? A solarize campaign seeks to lower the cost, reduce the complexity, and create incentives for households to invest in rooftop solar through a bulk solar installation contract, a simple and clear customer offering, and a solid deadline to motivate customer action. Learn more about Solarize [here](#) and [here](#).

Position timeline: January 2021 through September 2021

Responsibilities and Duties:

- Represent Olympia Community Solar in a positive and professional manner.
- Develop campaign outreach materials
- Recruit and organize outreach focused campaign volunteers
- Develop and organize participant workshops, engage media, and lead outreach
- Perform community outreach and administer registration and participant database
- Facilitate communications with the solar installer, financing institution, and campaign partners.

Upon Campaign Completion:

- Plan and host campaign celebration
- Perform campaign review and analysis

Qualifications and Skills

- Experience and proficiency recruiting and managing volunteers
- Experience and proficiency administering customer relationships and closing sales
- Ability to communicate in a clear and professional manner
- Demonstrates a passion for clean energy and climate related work
- Prefer, but do not require, experience in the solar energy industry
- Olympia Community Solar is committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.
- Prefer candidates with personal and professional experience successfully collaborating with or serving diverse and/or marginalized groups