



## **Philadelphia Green Capital Corp.**

*The “Green Bank” Affiliate of the Philadelphia Energy Authority*

### **Job Description – Program Coordinator**

*Posted March 11, 2022, Closes when filled*

#### **Organization Summary**

The Philadelphia Green Capital Corp. (PGCC) is the “green bank” affiliate of the Philadelphia Energy Authority (PEA). PGCC’s mission is to connect projects to capital to drive a robust, equitable, clean energy market in Philadelphia, support PEA, and respond to the local challenges of climate change. PGCC uses proven green bank tools to unlock capital for clean energy projects. PGCC’s approach includes leveraging capital from public, private, and philanthropic sources, offering credit enhancements, using alternative underwriting methods, and facilitating partnerships. The creation of PGCC scales and amplifies PEA’s current work and brings new financial products to the Philadelphia region’s clean energy economy.

PEA is an independent municipal authority is a quasi-government entity, chartered by City Council and the Mayor in 2010, focused on issues of energy affordability and sustainability for Philadelphia. In 2016, in partnership with City Council President Darrell Clarke, PEA launched the Philadelphia Energy Campaign, a \$1 billion, 10-year investment in energy efficiency and clean energy projects to create 10,000 jobs. Through 2020, PEA has helped launch over \$167MM in projects and created 1,700 jobs. PEA focuses on municipal assets, schools, low- and moderate-income housing, small businesses and commercial and industrial projects and programs. PEA views energy is a high-impact tool for reducing poverty, improving education, strengthening communities, and leveraging public investment.

**Job Title:** Program Coordinator

**Reports to:** Executive Director

**Number of direct reports:** 0

**Location:** 1400 JFK Blvd (City Hall), Room 566, Philadelphia, PA 19107 and remote as appropriate during Covid-19

**Open Date:** March 11, 2022

**Close Date:** When filled. Applications will be accepted and reviewed on a rolling basis.

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

#### **Position Summary**

The Program Coordinator will work directly with the Executive Director and Senior Associate to support PGCC’s programmatic and administrative functions. The Program Coordinator’s primary responsibilities will fall in the following categories:

- Programmatic:
  - o Support Senior Associate in administration of PGCC’s low-income solar support and solar renewable energy credit (SREC) donation program, including processing donations, tracking solar performance, and tracking and reporting on program success.

- Support PGCC's collaboration with PEA on the [Built to Last](#) program, a low-income home renovation program that aims to serve 10,000 homes in the next 10 years. Work will include tracking and managing payments to facilitate key housing improvements.
- Support Executive Director in fundraising efforts, including grant writing
- Support Senior Associate with event planning as needed
- Administrative:
  - Track expenses, process invoices, process vendor payments, and work closely with PGCC's accountant on accounts receivable and payable processing
  - Coordinate banking functions, including making and verifying e-deposits and the occasional preparation of checks
  - Maintain a filing and record retention system for all PGCC documents
  - Manage PGCC's website, Mailchimp, and social media accounts including content creation and expanding outreach
  - Assist Executive Director in preparing for Board meetings and presentations

The Program Coordinator will be the third staffer for PGCC. As such, PGCC is seeking a utility player who can manage multiple workstreams and subject matters at once. The Program Coordinator must be comfortable with ambiguity and the fast-paced demands of a start-up impact finance organization.

### **Key Success Factors**

We are seeking a highly organized, dependable, honest, and motivated individual. It is helpful, though not required, for the person to have some experience in clean energy, climate change, impact finance, sustainability, economic development, poverty/equity work, non-profit operations, fundraising, urban planning, program management, or other area of aligned interest. A successful candidate will be a self-starter driven by results who regularly takes on stretch experiences and has a bias for action.

### **Qualifications**

- Candidates with a majority, but not necessarily all, of the below qualifications are encouraged to apply:
  - Bachelors' degree required
  - Incredibly strong attention to detail, strong personal integrity, dependability, organizational skills, and a willingness to learn
  - 1-2+ years of relevant work experience that required very high attention to detail and coordination with others, such as program coordination, grant management, accounting, record keeping, or fund management
  - Alignment with PGCC's mission
  - Excellent writing skills, visual presentation capability, verbal communication, and interpersonal skills
  - Ability to work effectively with multiple stakeholders and organization partners
  - Entrepreneurial self-starter, with high emotional intelligence, curiosity, and a desire to work collaboratively
  - We prefer someone proficient with the following technology, but we can provide training as needed: MS Office (including Excel and PowerPoint), Google suite, social media, QuickBooks, Salesforce, Mailchimp, project management platforms (ex. Asana, Trello)

- PGCC is committed to fostering a diverse and inclusive workplace. Diverse applicants are strongly encouraged to apply.

**Salary & Benefits:** Compensation will be commensurate with experience and skill set. Benefits include (but are not limited to) a generous healthcare package, retirement benefits and paid time off.

**To Apply:** Submit a brief cover letter describing why you are the best fit for this position, along with a resume to Maryrose Myrtetus, Executive Director at [mmyrtetus@phillygreencapital.org](mailto:mmyrtetus@phillygreencapital.org). Incomplete applications will not be considered. Inquiries or clarifications are preferred to be submitted via email.

*The Philadelphia Green Capital Corp. and Philadelphia Energy Authority are Equal Opportunity employers and do 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.*