

**Philadelphia Green Capital Corp.**  
*The Green Bank Affiliate of Philadelphia*

**Job Description – Operations Coordinator**  
*Posted April 5, 2023; Closes when filled*

The Philadelphia Green Capital Corp. (PGCC) seeks an operations and/or non-profit administration professional to support internal operations, grant management, and programs.

**About PGCC:**

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, driving a robust, equitable, clean energy market in Philadelphia. 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, an independent municipal authority, is a quasi-government entity, chartered by City Council and the Mayor in 2010. 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 2021, PEA has helped launch almost \$300MM in projects and created 2,500 jobs. PEA views energy as a high-impact tool for reducing poverty, improving education, strengthening communities, and leveraging public investment.

**Job Title:** Operations Coordinator

**Reports to:** Executive Director

**Number of direct reports:** 0

**Office Location:** PGCC works in a hybrid environment combining remote work with meaningful in-person collaboration. Our office is located in Philadelphia City Hall (1400 JFK Blvd, Room 566), Philadelphia, PA 19107. We also attend community events throughout Philadelphia. This position requires the employee to reside in the Philadelphia area within 6 months of start date.

**Open Date:** April 4, 2023

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

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

**Position Summary:**

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

- Operations (~60% of time):
  - Track expenses, process invoices and internal expense approvals, manage vendor payments, and work closely with PGCC's accountant on accounts receivable and payable processing and monthly reporting
  - Coordinate banking functions, including making and verifying ACH, wire, and check payments
  - Serve as primary point of contact with independent auditors to coordinate the annual audit and prepare necessary financial forms
  - Maintain a filing and record retention system (digital and hard copy files)
  - Manage the financials for grants received from foundations and government sources (e.g. track spending, employee time, and impact metrics as required by each grant)

- Assist Executive Director in preparing for Board meetings and presentations
- Manage human resources functions, including employee records, documentation, payroll, and benefits
- Conduct human resources functions, including onboarding all employees and managing the intern hiring process
- Support other operational functions as needed
- Programmatic (~40% of time):
  - Support PGCC's collaboration with PEA on the Built to Last program, a low-income home repair program that aims to serve 10,000 homes in the next 10 years
  - Collaborate with program participants and community partners for efficiently executing the Built to Last program and reaching program objectives in a timely fashion
  - Track and manage payments, grant reimbursements, and reporting requirements associated with Built to Last home repairs
  - Reconcile program expenses and prepayments with internal reports
  - Assist with contract management with partners and participants in the program
  - Contribute to continual process improvement for Built to Last program
  - Possibility to support with event planning, marketing, and community outreach as time allows

**Qualifications:**

- Candidates with a majority, but not necessarily all, of the below qualifications are encouraged to apply:
  - Bachelors' degree preferred
  - Strong attention to detail, personal integrity, dependability, organizational skills, and a willingness to learn
  - Relevant work experience in non-profit operations, accounting, grant management, program management, or record keeping
  - Experience in a non-profit, start-up, governmental, or entrepreneurial environment
  - Strong written and verbal communication skills
  - Alignment with PGCC's mission as demonstrated by an interest or experience in clean energy, climate change, social impact work, sustainability, economic development, poverty/equity work, or other area of aligned interest
  - Ability to work effectively with multiple stakeholders and organization partners
  - Entrepreneurial self-starter, with high emotional intelligence, curiosity, and a desire to work collaboratively
  - Proficiency with the following technologies is preferred: MS Office (including Excel and PowerPoint), Google suite, social media, QuickBooks, Salesforce, Mailchimp, project management platforms, records management systems

*Through intentional hiring practices, PGCC is committed to fostering a respectful, diverse, and inclusive workplace. PGCC 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.*

**Salary & Benefits:** Compensation will be commensurate with experience and skill set, with a target salary range of \$55,000-\$65,000. Benefits include (but are not limited to) a generous healthcare package, retirement benefits, and paid time off.

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