

Position: Project Coordinator

Location: Seattle, WA

FTE: 1.0 (40 hours/week)

Reports to: Program Director

Salary range: Annual salary of \$58,000 - \$60,000 plus benefits.

**SUMMARY** Spark Northwest is seeking a Project Coordinator to join our team of local clean energy innovators. This person will coordinate activities and provide technical assistance to further Spark Northwest's clean energy programs and projects. We are seeking someone who is detail-oriented, resourceful and has strong communication skills. This position reports to the Program Director and works closely with program staff.

**Spark Northwest** envisions a resilient Pacific Northwest where clean energy is abundant and its benefits are shared equitably. We partner with communities to build renewable energy and efficiency projects, prioritizing projects that benefit Black, Indigenous, people of color and people with low wealth. We also advocate for policy change to ensure a just transition to clean energy. We work in Oregon and Washington and have an office in Seattle. We are a small but mighty staff of nine. Please visit [sparknorthwest.org](http://sparknorthwest.org) to learn more.



*Amy Bettel, Project Manager, and Katherine Leggett, Director of Communications and Development at Spark Northwest*

In keeping with our mission to advance clean energy that builds power and wealth in marginalized communities, **we especially value candidates** who have lived or professional experience in BIPOC, immigrant, rural, Native and low-wealth communities that have been underrepresented in the sector. We highly encourage people with that knowledge and experience to apply.

## RESPONSIBILITIES

### *Project Coordination and Technical Assistance (65%)*

- Coordinate project work plans, budget, schedule, and revise as appropriate to meet changing needs and requirements.
- Help write grant applications on behalf of clients and communities. This includes federal, state and other government grants as well as private foundation grants.
- Assist with recruiting program participants. Actively manage regular communications with program participants and maintain participant database.
- Coordinate overall marketing and outreach related to assigned projects, including content for website and social media updates and the creation of external marketing materials.
- Assist with grant reviews and evaluations.
- Help prepare and deliver presentations on Spark Northwest programs at community meetings.



### *Project Management (15%)*

- Help maintain project systems, budgets, and databases.
- Assist with project evaluation and reporting.
- Help prepare monthly project invoices and review project expenses.

### *Contribute to the success of Spark Northwest (20%)*

- Participate in staff meetings.
- Participate in developing organizational goals and strategic plans.
- Contribute to written communication materials, such as newsletters, web site, fact sheets, news releases, presentations, and reports.
- Represent Spark Northwest at events, conferences, and other public forums.
- Assist in developing organizational grant proposals to support new clean energy projects.

## **SKILLS, EXPERIENCE AND ABILITIES**

Our ideal candidate will have a passion for creating solutions for our most pressing energy, environmental, and social justice challenges. They will be a motivated self-starter, have great teamwork skills, and will thrive in a lively, nimble organization. We know that no one person will have all skills and experiences listed below; we encourage you to apply if you are excited about the opportunity and believe you can grow into the role.

The following are required skills and experiences:

- Have 0-2 years of project coordination or similar experience
- Have strong verbal and written communication skills
- Have strong execution skills and an inclusive, collaborative approach
- Demonstrate initiative and can self-manage and work remotely
- Have lived or work experience in BIPOC, immigrant, rural, Native or low-wealth communities
- Can juggle multiple priorities and unexpected outcomes
- Are experienced at using MS Office – Word, Excel, PowerPoint, Outlook

The following are desirable, but not required attributes:

- Demonstrated passion for clean energy and justice
- Community organizing or outreach experience
- Familiarity with project management approaches, tools and software such as Asana
- Grant writing experience
- Knowledge of clean energy technologies/methods such as solar, heat pumps, weatherization
- Are willing and able to travel throughout the region

## **BENEFITS AND COMPENSATION**

The Project Coordinator position will include on-the-job training about the ins and outs of community clean energy planning and project development. The salary range is \$58,000 - \$60,000 annually. In addition to salary, generous benefits including health and dental insurance, paid leave, retirement plan, professional development allowance, and public transit subsidy.



## LOCATION



*The Spark Northwest team at a summer staff picnic.*

We have an office located in downtown Seattle. During the pandemic our work has been mostly remote. At this stage, we are engaging in a self-determined mix of remote and in-person office collaboration with some travel for in-person meetings with clients/stakeholders in Oregon and Washington. For remote work, employees need access to internet and phone. If this is a barrier, we can make accommodations.

## TO APPLY

Position will remain open until filled, but applications received by April 15<sup>th</sup>, 2023 will receive priority consideration. Expected start date is early June 2023.

Please submit the following to [jobs@sparknorthwest.org](mailto:jobs@sparknorthwest.org) with the subject line: "Your Full Name, Project Coordinator":

- A cover letter. Please select three things from the Skills, Experiences and Abilities listed above and provide examples of how your experiences align with those areas.
- A current resume with duration or dates of employment
- One work product example that you created (e.g., flyer, grant application, PPT presentation, video, pamphlet, etc.)
- Optional: please let us know in your email how you heard about this job announcement so that we can streamline future recruiting processes.

No phone inquiries please.

*Spark Northwest is an equal opportunity employer who does not discriminate against any employee or job applicant due to gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, veteran or military status, or any other legally protected status. Background checks may be performed. An interesting past is not an exclusion for working with our team. We ask applicants to be open to discussing any findings with us as we may have questions. We believe in grace, forgiveness, and second chances. //*

