

September 17, 2020

Immediate Opening: Seeking Independent Contractor Evaluator for Community Support Solar Grant Applications

Spark Northwest supports regional utilities by providing evaluation and review of grant applications for community-sited solar installations. We review applications for technical feasibility and community impact, using a detailed scoring rubric. We are seeking support for our work in evaluation of these applications, specifically looking at the community impact of how the project would serve BIPOC and/or low-wealth communities. The evaluator will work closely with the Program Director to review written applications, attend phone interviews, track applications in Excel, create summary PowerPoint slides and compile written summaries of the community impact portion of each project. Technical solar knowledge is not required. All work will be reviewed by the Program Director. This is a temporary hourly role for an individual, not a Spark Northwest staff position.

Reports to: Program Director, Linda Irvine

Timeline: Starting immediately, through mid-November

Compensation: \$50/hour, up to 240 hours. (\$12,000)

Requirements:

- Attention to detail
- Fluency with the Office Suite: Outlook, Word, Excel and PowerPoint
- Availability to be present on phone interviews during working hours in October
- No conflict of interest (not affiliated with any utility grant applicants)
- Ability to maintain confidentiality

Desired:

- Familiarity with Puget Sound area communities
- Familiarity with Black, Indigenous, people of color and low-wealth communities

Send Resume and cover letter to Andrea Axel (Andrea@sparknorthwest.org) by Friday, September 25 at 3 PM.