



Associate Programs Director

Do you want to advance racial and economic justice while tackling climate change?

Apply to join our innovative non-profit and be part of a talented diverse team driven to expand access to climate solutions and green jobs across the Commonwealth. Our mission is to accelerate an inclusive clean energy economy. We work hand-in-hand with cities and local community organizations to connect communities of color, non-English speakers, landlords/renters, and small businesses to energy-saving programs and affordable renewable energy. These programs help families and businesses save money, make their homes healthier, and combat climate change. All In Energy is a 5-year-old nonprofit with exciting opportunities for growth on the horizon; help build the staff team and organizational expertise to expand our impact.

We are seeking a dynamic **Associate Programs Director** with expertise in designing and leading community trainings, a passion for mentoring early-career staff, and a strong systems mindset to join our Program team. This is an exciting new role focused on deepening the expertise and expanding the skillsets of our team and our 30+ community partners to more effectively reach residents and small businesses in underserved communities with energy efficiency programs. This role will also be critical in refining our internal systems and processes to ensure the smooth operations of our Program team and tight coordination with our community partners and to support our organization's growth over the next five years. The Program team is managing a range of community partnerships to initiate local outreach campaigns in historically underserved areas throughout Massachusetts. A significant portion of their efforts is aligned with the Mass Save Community First Partnership (CFP), an initiative sponsored by local gas and electric providers (referred to as "Mass Save Program Sponsors"). This initiative aims to boost participation in Mass Save energy efficiency programs. The team's primary emphasis is on Environmental Justice Communities (EJCs), which have historically had lower participation rates in these programs.

Key Responsibilities:

- **Training Development and Leadership:** Develop and lead both community-focused and internal staff training. This involves creating workshops to train communities and staff in effective community outreach, especially to underserved groups. The role also involves overseeing additional training sessions and guest speakers on a variety of topics, ranging from Mass Save energy efficiency programs, outreach best practice sharing, conducting community surveys, focus groups, and more.
- **Staff Supervision and Coaching:** Supervise and provide coaching to early-career staff and interns. This includes participating in hiring, onboarding, conducting weekly check-ins, and identifying professional development opportunities. Provide guidance in planning around effective community engagement strategies, responding to community feedback, and ensuring follow-through on required tracking for the program. Coach staff to lead presentations for conferences, speak to community groups, speak with small business owners, table at events, and possibly do door-to-door canvassing.
- **Systems and Tracking Oversight:** Improve program reporting systems and tracking tools. This involves communication with communities, maintaining systems, and ensuring clear tracking and reporting requirements. Oversee the work of the Program Coordinator to maintain these systems and handle centralized communication with the communities we serve. Work with the Program team to ensure deliverables are timely.
- **External Relationship Building:** Foster strategic relationships and represent the organization to external stakeholders, influencing positive industry change and supporting fundraising efforts by capturing and sharing the stories of our work.

To apply, please email a brief cover letter and resume to careers@allinenergy.org with the subject line "Associate Programs Director".



- **Supporting the Mission:** Participate in miscellaneous projects as needed, depending on capacity and expertise.

Qualifications:

- 5+ years of experience in a similar role, including at least 2 years of staff or intern supervision, with a commitment to climate change, equitable clean energy access, and economic and environmental justice.
- Has a personal drive to creating an inclusive environment and fostering a culture that values diversity.
- Experience in environmental justice community engagement, program development, community organizing, and managing a racially and/or linguistically diverse teams.
- Proficiency in workshop facilitation and meeting leadership.
- Strong analytic, organizational, and problem-solving skills.
- A focus on guiding success both in terms of quantitative metrics, adaptable processes and positive relationships.
- Excel at keeping a team organized and aligned, with strong attention to detail and the ability to manage multiple tasks to meet deadlines.
- Proficiency in Google Workspace tools, Microsoft Office, and remote communication tools.
- Ability to work independently and as part of a remote team.
- Willingness to travel within Massachusetts, with a valid driver's license and vehicle access.
- Background check and drug test required.

Preferred Qualifications:

- Knowledge of Mass Save energy efficiency programs and Massachusetts's decarbonization efforts and renewable energy programs.
- Native or fluent speaker and writer in the language(s) prevalent in communities we serve: Spanish, Portuguese, Chinese, Khmer, Russian, Haitian Creole, and/or Cape Verdean Creole.
- Successfully integrated DEI principles in past roles.
- Volunteer management experience.
- Experience with Salesforce or similar database systems.

Hours, Compensation, and Benefits: For a full detailed list go to bit.ly/AIEbenefits

- 40-hour work week with an annual salary of \$73,000 to \$78,000 commensurate with experience.
- Flexible work arrangements, relaxed dress code, and generous paid time off.
- Health, dental, and vision insurance.
- Retirement plan, business travel reimbursement, and stipends for workspace ergonomics furniture and professional development.
- Technology access with the option to purchase upon departure.

All In Energy is an equal-opportunity employer that values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

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