



Program Coordinator

Do you want to advance racial and economic justice while tackling climate change? Join an innovative young nonprofit organization, All In Energy, working to expand access to climate solutions and green jobs across the Commonwealth of Massachusetts. 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, and renters/landlords to energy-saving programs and affordable renewable energy. These programs help families save money, make their homes healthier, and combat climate change.

We are seeking a dynamic and passionate **Program Coordinator** who will support all of our community programs through logistical coordination and development of organizational systems. This role is critical to ensuring the smooth operations of our Program team and tight coordination with our 50+ community partners. The role is part of our Program team, whose focus is supporting communities in leading local outreach efforts to connect residents and small businesses to energy efficiency programs. Our primary focus is on Environmental Justice Communities (EJCs), which have disproportionately not participated in these programs previously. Much of our work is part of the Mass Save Community First Partnership (CFP), a community outreach initiative administered by our local gas and electric providers, ("Mass Save Program Sponsors"), to increase participation in Mass Save energy efficiency programs.

Key Responsibilities:

- Create and maintain organizational systems to support Program Managers' oversight and coordination for communities.
- Lead the Program team's centralized communication with communities to support transparency, increase response rates, and ensure timeliness of grant administration updates.
- Support the logistics of training for our community partners and increase accessibility of resources to support community outreach campaigns
- Coordinate staff and materials for in-person outreach events to increase our presence in communities and support internal team collaboration
- Support hiring interns and staff to grow our team by discussing our work, understanding what values we are looking for from recruits, and helping with the back-end work that would get us to narrow the right candidates.
- Serve as an integral member of the Program team: coordinate in-person meetings, facilitate community check-ins, support onboarding new Program Managers, attend public meetings, and support the organization as needed.

Qualifications:

- Passion for addressing global climate change, equitable clean energy access, or economic and environmental justice.
- Confidence to speak with community partners.
- Excellent verbal and written communicator.
- Can creatively problem-solve and overcome obstacles off the cuff.
- Can work independently and as a part of a small, agile team.
- Detail-oriented and able to keep records and systems organized.



- Can input data in designated and approved program software.
- Self-motivated with a drive to improve systems and the effectiveness of a team.
- Comfortable using both Google Workspace and Microsoft Office applications.
- Successful completion of a background check and 5-panel drug test.
- Available for occasional weekend and evening events.

Preferred Qualifications:

- Experience working in environmental justice communities.
- Bilingual in English, Spanish, Mandarin, or Cantonese.
- Experience with Microsoft Teams and SharePoint, Zoom, and Slack.
- Experience with Microsoft Excel and Word Mail Merge.
- Regular travel in and around the Merrimack Valley area and occasional travel in other Massachusetts areas.

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

- 40 hours per week; compensation: \$22.59 - \$24.52 per hour
- Flexible work (hours or location). Periodic In-person meetings.
- Relaxed dress code.
- Generous paid time off including vacation, sick, holiday and office closure at year end.
- Health, dental, and vision insurance.
- Retirement plan with an employer match.
- Business travel reimbursement.
- Technology access with the option to purchase upon departure.
- Stipends for workspace ergonomics furniture and professional/personal development.

To Apply: Send your resume and a paragraph about your interest to careers@allinenergy.org with the “Program Coordinator” in the subject line.

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.