



## Position Description

<b>JOB TITLE:</b>	Program Coordinator
<b>REPORTS TO:</b>	Executive Director
<b>NUMBER OF DIRECT REPORTS</b>	0
<b>OFFICE:</b>	1401 John F Kennedy Blvd, Room 780, Philadelphia, PA 19107
<b>INCUMBENT:</b>	None
<b>CLOSE DATE:</b> September 16, 2016, applications will be accepted on a rolling basis since PEA is seeking to hire immediately	
<b>EXEMPT/NON EXEMPT STATUS:</b> Exempt (Full-Time)	
<b>POSITION SUMMARY:</b>	
<p>The Program Coordinator supports the Executive Director and will lead a variety of administrative, operational, communications and program coordination efforts.</p> <p>The Philadelphia Energy Authority (PEA) has launched an ambitious campaign (<a href="http://www.philaenergy.org/energy-campaign">www.philaenergy.org/energy-campaign</a>) to achieve substantial impact on our city's key issues over the next 10 years, from poverty and equity to quality education, employment and neighborhood stabilization. Energy is a powerful vehicle to drive that impact, and PEA is relying on a small, passionate team to move the program forward.</p>	
<b>KEY SUCCESS FACTORS:</b>	
<p>PEA seeks a self-starter – a person who drives to results rather than tasks. The ideal candidate is not afraid to ask questions, is eager to develop new skills and will seek out the knowledge needed to achieve the PEA goals. The candidate must be able to represent PEA professionally; and have a passion for energy, sustainability, climate change and/or poverty/equity issues.</p>	
<b>ESSENTIAL FUNCTIONS:</b>	
<p>On-going responsibilities include:</p> <ul style="list-style-type: none"><li>• Proficient in email, internet research, basic website management (WordPress preferred), social media, and MS Office Suite</li><li>• Provide general administrative and operational support (invoice processing, budgeting and reporting, ordering materials and supplies, scheduling meetings, developing agendas, recording meeting notes, etc.)</li><li>• Supporting planning and logistical coordination of all PEA programs and related activities</li><li>• Maintain and expand program processes, metrics, systems and tracking</li><li>• Manage communications with a diverse array of partners and constituents including community groups, funders, politicians, businesses and other organizations, including email listserve and individual briefings</li><li>• Lead website redesign effort in partnership with vendors, consultants and the Executive Director, develop social media presence and maintain content</li><li>• Learns systems/software as needed</li></ul>	

- Other responsibilities as assigned

#### COMPETENCIES:

**Self-Starting:** Works under general supervision but is independent and results driven; develops plans to achieve goals and stays busy executing tasks to drive towards desired outcomes

**Action Oriented:** Full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning

**Creativity:** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions

**Organizational Agility:** Knowledgeable about how the organization works; knows how to get things done both formally and through the informal network; can marshal resources to get things done

**Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis

**Drive for Results:** Can be counted on to exceed goals successfully; very outcome focused; steadfastly pushes self and others for results.

#### QUALIFICATIONS:

- Bachelor's Degree desired plus 1-2 years of related work experience
- Proficient in MS Office (including Word, Powerpoint and Excel) and WordPress
- Proficient in using social media strategically and dynamically (including Facebook, Twitter, LinkedIn, Instagram and other tools)
- Excellent written and verbal communication skills, strong interpersonal skills
- Ability to manage multiple priorities, objectives and deadlines
- Some knowledge of budgeting, basic accounting and financial reporting is helpful, not required
- Demonstrated ability to work well under pressure and meet deadlines
- Experience or enthusiastic interest in energy efficiency, renewable energy, sustainability, climate change, poverty/equity and/or related issues
- Philadelphia residency preferred but not required

**SALARY & BENEFITS:** Salary will be commensurate with experience. Benefits include (but are not limited to) healthcare benefits and paid time off.

**TO APPLY:** Submit a brief, persuasive cover letter describing why you would be a good fit for this position and salary requirements, along with a resume to Emily Schapira, *Executive Director* at [eschapira@philaenergy.org](mailto:eschapira@philaenergy.org). Inquiries or clarifications are preferred to be submitted via email.

*The Philadelphia Energy Authority is an Equal Opportunity employer and does not permit 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.*