



Job Description: Program & Communications Coordinator

Job Title: Program Coordinator

Reports to: Emily Schapira, Executive Director

Direct Reports: None

Location: 1400 John F Kennedy Blvd., City Hall, Room 566, Philadelphia, PA 19107

Close Date: July 7, 2017, but applications will be accepted on a rolling basis since PEA is seeking to hire immediately.

Exempt/Non-Exempt Status: Exempt (Full-Time)

About PEA: We are an independent municipal authority created by the Mayor and City Council in 2011 to drive energy affordability and sustainability. In 2016, with the leadership of City Council President Darrell Clarke, we launched the Philadelphia Energy Campaign, a \$1 billion investment over 10 years in energy efficiency and clean energy projects for four sectors: City buildings, schools, low and moderate income housing and small businesses, particularly focused on critical neighborhood infrastructure. We will create 10,000 jobs, reach 25,000 households and 2,500 small businesses.

In the last year, we've developed pilots and projects in all sectors, and are in the process of evaluating and refining models, working through pilots and preparing to scale. We are a team of 4 full-time employees plus multiple consultants and interns.

The Position: The Program Coordinator supports the Executive Director and leads a variety of administrative, operational, marketing and communications and program coordination efforts. He/she will also drive community engagement, plan and coordinate events and manage consultants for marketing and web design, in collaboration with appropriate staff. The Program Coordinator is integral to PEA's ability to advance our mission, and is the linchpin that keeps the lights on and our programs moving.

Ongoing responsibilities include:

- General administrative and operations responsibilities including invoice processing, budgeting and reporting, ordering materials and supplies, scheduling and coordinating meetings and events, preparing event materials including for PEA board meetings, press events and more. Building out the PEA benefits package to include retirement and transit benefits.
- Support planning and logistical coordination of all PEA programs and related activities.
- Maintain and expand key metrics, systems and tracking, including program job creation tracking.
- Manage communications and content with a diverse array of partners and stakeholders, including community groups, funders, politicians and staff, businesses and non-profits. Includes developing email communications, managing website and blog, social media and public announcements.
- Other responsibilities as assigned.

Key Success Factors: 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 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, and for Philadelphia. Must be a problem solver and action-oriented.

Qualifications:

- Bachelor's Degree desired plus 2-4 years of related work experience
- Excellent written and verbal communications skills, strong interpersonal skills
- Strong proficiency in MS Office, experience with WordPress is a plus
- Proficient in using social media professionally, strategically and dynamically (including Facebook, Twitter, LinkedIn, Instagram and other tools)
- Comfortable in fast-paced work environment with multiple priorities, objectives and deadlines
- Some knowledge of budgeting, basic accounting and financial reporting principles is helpful, not required
- Demonstrated ability to work well under pressure and meet deadlines
- Able to work comfortably in an open office space (since we all share one big room!)
- Experience or enthusiastic interest in energy efficiency, renewable energy, sustainability, climate change, community development, poverty/equity and/or related issues
- Philadelphia residency (or willingness to become a resident within 6 months of date of hire) required

Salary & Benefits: Salary will be in the low to mid \$40,000 range and 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 the best fit for this particular position along with a resume to Emily Schapira, Executive Director, at eschapira@philaenergy.org. Inquiries or clarifications are preferred to be submitted via email.

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