



## **Program Project Coordinator**

At the Coalition for Green Capital (CGC), our mission is to drive investments in the clean economy to reduce emissions and improve the quality of life for all Americans. By leveraging public-private partnerships and responsive financing, we aim to eliminate barriers to clean technology and promote energy abundance in every community. Our work is guided by a commitment to accelerate the deployment of clean energy technologies across the United States, with a special focus on supporting low-income and disadvantaged communities. For over a decade, CGC has led the Green Bank movement, working at the federal, state and local levels in the U.S. and countries around the world to unlock capital and empower communities to embrace a greener future. Together, we strive to build a sustainable future where clean power is accessible and affordable for everyone.

Our National Green Bank: The U.S. Environmental Protection Agency (EPA) has taken a significant step toward a greener future by establishing the first U.S. national green bank through the Greenhouse Gas Reduction Fund (GGRF). The EPA awarded the Coalition for Green Capital \$5 billion to capitalize this national green bank under The National Clean Investment Fund competition, along with \$125 million under Solar for All to foster the development of green banks and accelerate solar energy projects in North Dakota and South Dakota. Through strategic partnerships and innovative financing, our national green bank aims to create a robust clean energy finance ecosystem that addresses critical market gaps and maximizes the impact of every public dollar invested. This seed funding builds on CGC's decade-long leadership in the Green Bank movement, which has already led to billions toward clean energy adoption, ensuring that the nation's climate goals are met.

### **Job Overview**

The Program Coordinator will serve as a vital link across multiple departments, including Investments, Impact, Legal, and Networking. This role will focus on project management, operational efficiency, and administrative support, ensuring that initiatives align with organizational goals and effectively utilize resources. The ideal candidate will demonstrate exceptional organizational skills, strong communication abilities, and a collaborative mindset.

### **Key Responsibilities**

#### **1. Cross-Departmental Project Management**

- Coordinate and manage projects that span multiple departments, ensuring alignment with organizational priorities and strategic goals.
- Develop detailed project plans, including timelines, milestones, and resource allocation, to facilitate project execution.
- Monitor project progress and performance, providing regular updates to stakeholders and making adjustments as necessary.

#### **2. Operational Support**

- Collaborate with the Investments, Impact, Legal, and Networking teams to identify operational needs and streamline processes.
- Assist in the development and implementation of operational strategies that enhance efficiency and effectiveness across departments.
- Support teams in project execution by coordinating logistics, resources, and communication.

### **3. Administrative Duties**

- Provide administrative support for cross-departmental initiatives, including scheduling meetings, organizing materials, and maintaining project documentation.
- Prepare reports, presentations, and other materials for team meetings and stakeholder updates.
- Maintain an organized filing system for project-related documents, ensuring accessibility for all relevant parties.

### **4. Communication and Collaboration**

- Serve as a liaison between departments, facilitating communication and collaboration to ensure project success.
- Organize and participate in regular check-ins and meetings with project stakeholders to gather updates and address challenges.
- Foster a positive working environment that encourages teamwork and open communication.

### **5. Monitoring and Evaluation**

- Assist in tracking project outcomes and performance metrics to evaluate success and areas for improvement.
- Contribute to post-project evaluations to gather feedback and insights that inform future initiatives.

## **Qualifications**

- Bachelor's degree in business administration, project management, or a related field. Masters preferred
- 2-years of experience in project coordination, program management, or a related role attend through on the job or academic experience.
- Strong organizational skills with the ability to manage multiple projects and priorities simultaneously.
- Excellent communication skills, both written and verbal, with a focus on collaboration.
- Proficiency in project management software and tools (e.g., Microsoft Project, Trello, Asana).

- Ability to work independently and as part of a team, demonstrating initiative and problem-solving skills.

### **Key Competencies**

- Project management and organizational skills.
- Strong analytical and problem-solving capabilities.
- Adaptability and flexibility in a dynamic environment.
- Commitment to continuous improvement and operational excellence.

### **Compensation and Benefits**

- Salary Range - \$ 60k- \$90k commensurate with experience.
- CGC offers a competitive salary and benefits package, including health insurance, retirement plans, and professional development opportunities. The position provides a unique opportunity to make a meaningful impact on the transition to a sustainable energy future.
- .Eligible for an annual bonus of 10%-30% based upon job performance

*CGC is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and their ability to perform a job, without regard to age (over 40), sex (including pregnancy, married women and unmarried mothers), race, color, creed, veteran status, religion, disability, sexual orientation (including actual or perceived orientation), gender identity, gender expression, ancestry, marital status, national origin, citizenship, genetic characteristics, civil air patrol status, lawful activities during non-working hours, or any other protected class as defined by applicable federal, state, or local laws. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias.*

*Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, promotion, job benefits, pay, dismissal and social/recreational activities. Our designated Civil Rights Coordinator is CGC's Chief Administrative and Development Officer.*