



Program Assistant at Clean Energy for America

Clean Energy for America (CE4A) is looking for a talented and mission-driven entry level professional to support our advocacy, membership, and communications program. The ideal candidate is a self-starter who is highly organized and is able to multitask effectively.

We are a fully remote organization, and this role can be performed from anywhere in the United States. Non-standard work hours may occasionally be required to accommodate meetings and activities with teams across multiple US time zones. The minimum starting salary for this position is \$45,000 annually, with the possibility for higher compensation depending on experience and qualifications. CE4A also offers a healthcare stipend and generous leave policy.

Who We Are

Clean Energy for America is a new organization on the national climate and energy scene. We are a network of nearly 20,000 members, supporters, and allies driven by a common goal to decarbonize our economy and protect our planet. Our mission is to build lasting power within the clean energy community by uplifting, engaging with, and advocating on behalf of the industry's workforce. We are committed to highlighting innovation in this space, telling the stories of the workers and leaders who are bringing clean energy technologies into communities and changing the shape of the energy and economic landscape, and cultivating new champions at the local, state, and federal levels to make the clean energy transition a top priority for leaders at every level of government.

The CE4A team is a small – but mighty – collection of political junkies and former campaigners from the environmental and clean energy sector. We are still very much in “startup” mode and are looking for teammates who are fun, flexible, and creative to help us build and grow the organization.

About the Role

The Program Assistant will be responsible for keeping the trains moving at CE4A and will support all of our programs and activities including advocacy and educational events, a digital story bank, Federal policy engagement, and media relations. This person will help manage work streams for CE4A leadership team, track activities and grant deliverables, and manage event logistics.

Key responsibilities include:

- Maintaining our membership database and updating records;
- Tracking grant deliverables and assisting with funder reports;
- Tracking, scheduling, and sending automated membership communications;

- Providing scheduling and administrative support for the Executive Director and Deputy Executive Director;
- Taking notes and managing meeting due-outs;
- Other duties as assigned such as research projects, content creation, and event planning.

Who We Are Looking For

The ideal candidate for this position is a detail-oriented and highly organized self-starter with a passion for promoting clean energy and addressing climate change. This person knows how to manage multiple workstreams, keep others on task, and anticipate challenges before they arise.

We are also looking for someone to compliment our existing team and workplace culture. This person should be able to work independently as well as collaboratively, proactively take on new tasks and responsibilities, and be able to adapt to changing circumstances and priorities.

Specific qualifications we are looking for include:

- Proficiency in CRMs or other database management;
- Excellent written and oral communication skills;
- Outstanding organizational skills and detail oriented;
- Ability to multitask and comfortable working in a remote environment;
- Have a personal and professional commitment to promoting and investing in cross-cultural skills and awareness related to individuals from broad backgrounds, races, ethnicities, religions, gender, sexual orientation, gender identity and disability;
- Positive attitude and a team player;
- Familiarity with clean energy or environmental issues.

How to Apply

To apply, send your resume, three professional references, and a brief (150 words or less) cover letter detailing why you want to work for CE4A to info@ceforamerica.org. Please include your name and the position in the subject using this format: "Program Assistant – First Name Last Name".

Clean Energy for America is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Clean Energy for America makes hiring decisions based solely on qualifications, merit, and business needs at the time.