



## **Hiring: Program Coordinator & Administrative Assistant (Entry Level)**

**Organization:** RENEW Wisconsin

**Location:** Madison, WI (onsite)

**Schedule:** Full-time (40 hours/week)

**Salary & Benefits:** \$40,000 – \$50,000 salary with health insurance reimbursement, Simple IRA retirement plan, and paid time off.

**Onboarding:** The candidate selected for this position can expect a 90-day onboarding period to familiarize them with the responsibilities of the position.

**Reports to:** Executive Director

### **About RENEW Wisconsin:**

RENEW Wisconsin has been the leading renewable energy advocacy organization in Wisconsin since 1991. We have been involved in nearly every Wisconsin renewable energy policy, program, and large-scale project over the last thirty years and are the state's foremost communications and education experts on renewable energy. Through public presentations and expert guidance for residents, businesses, local governments, and community organizations, RENEW makes clean energy accessible to all Wisconsinites.

### **Position Overview:**

RENEW Wisconsin is seeking an organized, outgoing, and dependable early-career professional to support our solar programs and daily operations, helping us advance renewable energy in Wisconsin. As Program Coordinator & Administrative Assistant, this person will administer RENEW's solar programs, including the Solar for Good (SFG) and Madi-SUN programs, manage our Customer Relationship Management (CRM) system, and handle administrative duties. This is an entry-level position for a detail-oriented person eager to learn, take initiative, and follow through. We are looking for an organized individual who has a passion for renewable energy and energy equity.

### **Responsibilities**

#### **Program Support (Solar for Good & MadiSun Programs)**

- Oversee MadiSUN solar program for businesses, nonprofits, and homes in the Madison area and Solar for Good (SFG) grant program for nonprofit organizations throughout Wisconsin
- Work with the RENEW team to help deliver public education and information sessions, plan educational events and ribbon-cuttings, and organize press conferences as needed for the programs
- Support fundraising efforts for the Solar for Good Program
- Provide up-to-date information on state and federal funding to advise SFG participants
- Work with solar installers and key stakeholders to ensure contract/grant success
- Track grant applications, awards, and project statuses for SFG
- Maintain program records and documentation to track deadlines and program milestones
- Communicate with grantees, partners, and participants, including scheduling meetings and organizing events
- Prepare reports and program materials for internal and external use
- Provide on-site support for program activities, site visits, and partner meetings across Wisconsin

## **CRM & Data Management**

- Manage CRM data for contacts, organizations, and donors
- Run basic reports and maintain record accuracy

## **Administrative & Office Support**

- Assist with organizing digital files and shared drives
- Manage office supplies and general administrative needs
- Assist with basic invoice tracking and recordkeeping
- Provide general operational support to staff

## **Qualifications**

### **Required**

- Bachelor's degree in a relevant field or equivalent experience
- Effective and professional oral and written communication skills
- Willing to take on new tasks and learn new skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Proficiency with Google Workspace and Microsoft Office applications
- Public speaking skills and experience. Comfortable with public speaking, delivering presentations, and communicating and engaging with stakeholders and citizens
- Event planning skills, including the ability to organize individuals, stakeholders, and media
- Considerable interpersonal relationship skills with an ability to work with a wide range of people and demonstrate cultural sensitivity

- Valid driver's license and reliable transportation

## **Preferred**

- Internship, volunteer, or part-time experience in administration, programs, events, or data entry
- Experience with databases or CRM systems
- Interest in nonprofit work, clean energy, or sustainability

## **Schedule and Work Location:**

RENEW Wisconsin is a 501c3 organization located in downtown Madison. This will be a full-time (~40 hours per week) position with 10-15% travel expected, mainly periodic day travel within Wisconsin. Office hours are typically 9 am to 5 pm Monday through Friday, with occasional evening and weekend events. Our organization is flexible with a hybrid in-office/work-from-home environment to promote work-life balance.

## **Compensation & Benefits**

- Salary: \$40,000 – \$50,000 annually
- Full-time, 40 hours per week
- Paid time off and holidays
- Professional development opportunities
- Mileage reimbursement for work-related travel

## **Diversity and Inclusion Statement:**

The perspectives and experiences that people from different backgrounds bring to an organization drive better decisions and improved results. RENEW is an equal opportunity employer, and our staff is inclusive and welcoming of colleagues of all backgrounds, genders, races, sexual orientations, religions, and abilities.

## **How to Apply:**

To apply, please submit a cover letter and a resume via email to the Hiring Manager ([hr@renewwisconsin.org](mailto:hr@renewwisconsin.org)) with "Program Coordinator & Administrative Assistant" as the subject line. Applications will be accepted on a rolling basis.