4/22/2021

Program Associate

The Program Associate will provide support to the Illinois Power Agency’s (“Agency”) team that manages solar incentive programs. These programs include the Adjustable Block Program, which provides incentives for distributed generation and community solar projects, and the Illinois Solar For All Program, which offers incentives to support access to solar for low-income households, non-profit organizations, and public facilities.

The Program Associate will report to and support the Adjustable Block Program Manager and will provide support to the Illinois Solar For All Program Manager on an as-needed basis. This includes, but is not limited to:

* Facilitating and tracking projects related to the Agency’s solar incentive programs
* Developing updates to program requirements and overseeing compliance by program participants
* Interfacing with a program’s third-party Program Administrator to finalize documents, close out projects, and trouble-shoot various issues as they arise
* Supporting the tracking of program metrics
* Supporting other program-related tasks on an ad hoc basis

A successful candidate must have:

* The ability to maintain strong attention to detail across multiple, ongoing projects
* Strong writing and editing skills
* Proficient in Microsoft Office Suite, must be comfortable in Excel
* A track record of meeting deadlines and successfully closing out tasks
* The ability to work with a collaborative and agile team, taking on new assignments as needed

A competitive candidate may have:

* Experience working in the public sector
* Job experience and/or course work in energy, with a focus on renewable energy or solar specifically
* Customer/client service experience
* Fluency in Spanish to assist with the translation of Program materials

The Agency is currently working remotely due to the COVID-19 pandemic.

Please see the attached job description for more information on the position and qualifications. For more information on the Illinois Power Agency, please see: [**www.illinois.gov/ipa**](http://www.illinois.gov/ipa)

To apply, please submit a cover letter, resume, and three professional references with your online application at <https://illinois.jobs2web.com/job/Chicago-Program-Associate%2C-Illinois-Power-Agency-IL-60602-4602/736406500/>

No phone calls please. Salary commensurate with qualifications and experience.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

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| **POSITION DESCRIPTION** | | |  | | | | |
| 1. Program Assistant | 2. Illinois Power Agency | | 3. Cook Co. | 4. POSITION NUMBER | | | |
| Existing Position  N/A |  | |  |  | | | |
| New/Revised Position X  Program Associate | Illinois Power Agency | | 16 |  | | | |
| 5. WORK LOCATION  105 W. Madison St Suite 1401, Chicago, IL | 6. TERM CODE | | | X ESTABLISH  CLARIFY  ABOLISH | | | 7. EFFECTIVE DATE  3/27/21 |
| Existing Position |  | | | Click or tap to enter a date. |
| New/Revised Position  Chicago |  | | |  | | | |
| % OF TIME | 8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  Summary:  Provide technical and administrative support for managers of Illinois solar incentive programs.  Responsibilities:   * Data management, particularly using Excel * Maintain records of team action items * Review vendor invoices before payment * Drafting/editing of program communications | | | | | | |
| IMMEDIATE SUPERVISOR SIGNATURE | DIRECTOR SIGNATURE | | | | | DATE | |
| 9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.) | | | | | | | | |
|  | | | | | | | | |
| Program Manager - Adjustable Block Program | | | | | | | | |
| 10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:  SUPERVISOR  List position title, position number, and number of subordinate incumbents or authorized funded headcount: | | | | | | | | |
| Position Title | | | Position Number | | | No. of Incumbents or Funded Vacancies | | |
| Program Associate | | | N/A | | | N/A | | |
| 11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. | | | | | | | | |
| **Education:**   * Bachelor’s degree or higher   **Experience:**   * Microsoft Office, particularly Excel * Strong writing skills * Attention to detail * Willingness to take on new projects   **Additional Qualifications:**   * Track record of meeting deadlines. * Professional or coursework background in public sector work and customer service.   The Program Associate is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier. See 20 ILCS 3855/1-70(g). | | | | | | | | |