



The Business Council on Climate Change Job Description

Job Title: Program Coordinator

High level Details:

- Ideal Start date: April 2021
- This is a full-time, non-exempt position with benefits
- This role will support our Program Director with running our Employee Engagement Program, with specific focus during 2021 on running our annual SunShares Campaign

Position Description:

This is a new role for the Business Council on Climate Change (BC3) with lots of room for growth. BC3 is in an exciting time of transition and the SunShares and Employee Engagement Programming is looking for support to integrate the two programs to more effectively serve our membership's broader goals. This role will work closely with BC3 staff and across our membership to maximize program efficiencies and identify opportunities for improvement and innovation. We are a small and mighty team looking for a dynamic team-player to roll up their sleeves and work on incubating and scaling climate solutions together.

Ideal Candidate

Our ideal candidate will have some experience with program coordination and/or management and is extremely detail oriented with a keen ability to create and analyze good program data. Experience working in sustainability and/or renewable energy is preferred, but a demonstrated passion and/or interest in the topic will suffice. Knowledge of the Bay Area climate landscape is a plus. This role will also involve significant external relationship building, cultivation and management, so our candidate should excel in this type of work. Additionally, there will be a need for public speaking and presenting to multiple stakeholders so a demonstrated ability to speak comfortably and confidently in front of large audiences (virtual and in person) is desirable.

Position Responsibilities:

The BC3 Program Coordinator reports to the Climate Programs Director, and is responsible for supporting BC3's Employee Engagement program. The Coordinator is also responsible for managing our annual SunShares Campaign to promote residential solar and battery storage adoption throughout the 9 counties of the Bay Area. The Program Coordinator will also provide operational support for other BC3 initiatives and events on an as-needed basis.

Key 2021 Outcomes:

- Successfully own and understand all aspects of the SunShares program and re-launch our annual SunShares Campaign with BC3 member companies, select cities and community partners
- Identify and implement key efficiency improvements in the SunShares campaign, so that it seamlessly fits within our overall Employee Engagement programming



- Assess feasibility and coordinate additional campaigns with the Program Director (examples include an opt-up campaign, energy awareness month, working groups, etc.)
- Work with Program Director to include an employee incentives framework and/or training for employee engagement program offering (including SunShares)

Role and Responsibilities:

The breakdown of time below is illustrative of the coordinator's first year in the position. The goal would be to reduce the amount of time spent on SunShares, overall creating a more efficient and turn-key program, and increase the amount of time spent on overall employee engagement efforts.

SunShares Campaign (80%)

- Manage the transition of the annual SunShares campaign from a stand-alone program to an integrated campaign within BC3's Employee Engagement program offering.
- Oversee all aspects of the 2021 SunShares campaign including:
 - Lead outreach partner engagement
 - Work with corporate, city and nonprofit outreach partners to promote the annual SunShares campaign to their residents and employees
 - Manage the SunShares vendor RFP process:
 - Issue an RFP process for solar installers (if applicable)
 - Coordinate the RFP evaluation committee with representatives from the SunShares stakeholder network (if applicable)
 - Manage all SunShares contracting with Community Initiatives
 - Manage a communications campaign for program participants
 - Provide marketing collateral to help coordinate outreach campaigns
 - Communicate regularly with active partners during the campaign
 - Communicate the program results at the end of the program to all outreach partners, and the BC3 Strategic Board
 - Coordinate this campaign with overarching employee engagement efforts
 - Lead virtual educational workshops to promote the SunShares Campaign and provide public education about residential solar, batteries and opting up to 100% renewable energy
 - Maintain the SunShares website w/ program results & updated educational resources
 - Lead Program Data Management:
 - Maintain accurate SunShares program data in an organized fashion in accordance to BC3 best practices, ensuring all data is backed up on the Google Drive and organized in an easy-to-find and easy-to-understand format
 - Produce an Annual Campaign Report providing data on program results, programmatic changes during the campaign period, and recommendations for future campaigns.
 - Hiring and supervising any fellows or interns to support the program as needed



Employee Engagement Program (20%)

- Assist Program Director with aligning SunShares goals and content to overall employee engagement program goals and outcomes
- Assist Program Director with employee engagement program content
 - Opportunity to suggest, create or design new content for the program
- Coordinate employee engagement communications campaign for members & program participants, including: website and member hub updates, bi-monthly working group calls, newsletters with program updates, etc.
- Assist with planning and coordinating employee engagement events
- Assist with overall program management and data coordination
 - Program Director needs to maintain accurate Employee Engagement program data in an organized fashion in accordance with BC3 best practices, ensuring all data is backed up on the server, and organized in an easy-to-find and easy-to-understand format. The Coordinator will assist with this process
- Assist with mid-year and end of year program analysis and reporting

BC3 General Operations

After the first year of onboarding, our hope is that there will be more capacity to help with ongoing BC3 general operations. The Coordinator will have the opportunity to work with the Executive Director and other team members on an as-needed basis to improve BC3's operational efficiency, and support additional BC3 Initiatives beyond employee engagement upon request (as time allows).

How to Apply:

Please send a resume and cover letter to bc3@bc3sfbay.org

This is a full-time, 40 hour per week position that includes excellent benefits including medical, dental, vision, life insurance, 401k, sick leave, vacation & paid holidays.

The Business Council on Climate Change (BC3) is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, genetics or any other status or characteristic protected by federal, state, or local law. Because we value diversity at BC3, we encourage folks from all backgrounds to apply, even if you do not meet all of the preferred qualifications.