



Program Administrator

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To apply

[Qualified candidates are encouraged to submit a resume and cover letter through our **Online Career Center**.](#)

[Applicants with diverse backgrounds, experiences, ability and perspectives are encouraged to apply.](#)

About the Massachusetts Clean Energy Center

The Massachusetts Clean Energy Center (MassCEC), as a quasi-public entity, plays a critical role in fostering the success of our state's clean energy sector. MassCEC's mission is to accelerate the clean energy and climate solution innovation that is critical to meeting the Commonwealth's climate goals, advancing Massachusetts' position as an international climate leader while growing the state's clean energy economy.

MassCEC undertakes targeted programmatic initiatives to accelerate cost reductions in clean energy, help consumers diversify their energy choices and address evolving energy needs, leverage public and private funds to drive investment into this rapidly-growing sector, and scale-up renewable energy deployment across the state.

Job Overview:

The Massachusetts Clean Energy Center (MassCEC) seeks a motivated and organized candidate to join the Program team as a Program Administrator. The Program Administrator will support MassCEC in accelerating the advancement of key decarbonization technologies and actions, furthering economic development in the Massachusetts clean energy industry, and helping to meet the Commonwealth's climate goals.

MassCEC has four focus areas: High Performance Buildings, Clean Transportation, Offshore Wind, and Grid Modernization. MassCEC funds programs including incentives for clean energy technology installations, financing for early stage companies and technology development as well as investments in training programs to build a clean energy workforce.

MassCEC expects the responsibilities of this position to evolve and expand as MassCEC pursues future endeavors. The Program Administrator will have contributing responsibility for developing



MassCEC programs and other funding solicitations, stakeholder workshops, training series, and related work. The Program Administrator's responsibilities will include coordination of (and participation in) review of program applications, contributing to awardee selection, oversight of contracting processes, and support in management of ongoing grants.

The Program Administrator will also serve a key role as the primary stakeholder contact during solicitations, contracting, and award management stages of these programs. As such, the Program Administrator must demonstrate excellent communication skills with external stakeholders and a keen ability to track the details of complex, ongoing, multi-party projects.

The Program Administrator will contribute to MassCEC's role as a convener in the Commonwealth's energy community and will gain a diverse body of knowledge relating to the energy sector and associated industries. This is an opportunity for a hardworking and motivated candidate to take ownership of significant responsibilities and build on diverse energy skill set while developing deep relationships across the Massachusetts clean energy sector.

Job Duties:

The successful Program Administrator identifies issues as or before they arise, and resolves them promptly by working collaboratively with the Program Manager, grantee/consultant, and other parts of the organization as needed, including Finance, Legal, other team members and senior management. Specific duties include:

- Provide comprehensive support to coordinate the day-to-day activities of MassCEC programs, including the following:
 - Review applications for compliance with program requirements;
 - Manage application queues and tracking;
 - Provide timely responses to inquiries from applicants, potential applicants, installers, lenders, awardees and other program stakeholders;
 - In conjunction with Program Manager, draft programmatic requirements for grantee and consultant contracts;
 - Alert Program Manager to potential problems and work cooperatively with the program team and relevant stakeholders to ensure prompt resolutions; and
 - Maintain detailed databases and supporting files on specific programs, including tracking files and key business documents, including project and program metrics, and ensure proper processing and archiving.
- Program Development
 - Support program development process, including conducting research, supporting stakeholder outreach, drafting program requirements;
 - Support Program Manager in program development, including maintaining internal schedules, development steps, and external communications;
 - Proactively review, adjust, and enhance existing program administration work flow and tools in response to program design changes or opportunities for operating efficiency.



- Record and maintain awards and invoices in the award management system, assisting project teams to monitor their contracts and awards, ensure project/contract integrity, and track results;
- Organize and participate in stakeholder meetings with consultants, installers, and other industry members;
- Work with the communications team to update program information on the website and send emails about program updates to stakeholders;
- Delegate tasks to and assist in the supervision of temporary staff and/or interns;
- Monitor project schedules and run reports to track project status, results and internal operating efficiency;
- Perform administrative duties such as copying, filing, scheduling and document distribution when required;
- Perform additional tasks or engage in applicable research as assigned by the Program Manager and senior management team.

Position Qualifications:

Education:

- Bachelor's degree, preferably in energy or environmental science/studies, economics, business management or related field;

Experience:

- At least one year of experience in project administration or other relevant position;
- Experience in the public sector, renewable energy industry or grant administration a plus;
- At least one year of experience using Microsoft Excel, Word and Outlook in a work setting;

Knowledge, Skills, and Abilities:

- Rigorous attention to detail;
- Well-developed and proficient organizational skills;
- Demonstrated ability to manage multiple priorities effectively;
- Demonstrated ability to get up-to-speed quickly and work independently;
- Excellent quantitative, research and analytical skills;
- Excellent interpersonal, diplomatic, and verbal/written communication skills, including with high volume/customer service assignments;
- Excellent problem-resolution skills, and demonstrated ability to make informed decisions;
- Team-first attitude and the capacity to be flexible in a dynamic work environment;
- Demonstrated ability to work with internal and external stakeholders, and cultivate appropriate relationships;
- Working knowledge of basic accounting and payment processing (budgets, invoices, etc.) preferred;



- Ability to read and absorb complex contracts, polices, rules, etc. and extract the information needed to ensure compliance with each; and
- Experience with databases / large data sets.

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