

Georgia Solar Energy Association Project Manager Job Positioning

Georgia Solar Energy Association (GSEA), an Atlanta based 501 (c)(3) nonprofit, seeks administrative project management assistance. Established in 2002, GSEA seeks to make solar common place in Georgia through advocacy, education and research. Currently an all volunteer organization with an active board of directors and volunteer base, GSEA hosts monthly general meetings and 3-5 annual events such as the Georgia Solar Tour. The Project Manager will work with the Board of Directors and Volunteers to complete the following tasks:

- Website updates
- Monthly Newsletter and Meeting Announcements
- Corporate Sponsor Communications
- Event Management
- Grant Reporting
- Volunteer Management and Reporting
- Development and Management of 2010 Work-plan and Budget
- Foundation Support

GSEA is able to hire for full-time employment (or other arrangements to be negotiated) for the first quarter of 2010. It is expected that with the help of the board and volunteers, the Project Manager will secure funding for position to continue indefinitely.

Qualifications:

- Passion for solar and desire to create market change in Georgia
- College degree or equivalent work experience
- Excellent written and oral communications
- Excellent people skills and organizational development background
- Computer with MS Office
- 2+ years experience managing projects

Hours:

Flexible with evening monthly events

Benefits:

None available at this time. Excellent opportunity for growth and advancement.

Salary:

Based on experience

GSEA is an equal opportunity employer. To apply, please send a cover letter and resume (no more than 2 pages) to walter@gsprop.com. No phone inquiries accepted; please DO NOT call. Not all applicants will receive a reply due to the anticipated level of response from applicants.