

Energy Programs Coordinator

Date Available: November 20th, 2025

Start Date: February 24th, 2026



Job Title

Energy Programs Coordinator

Supervisor

Eleanor Fulvio, Energy Programs Director

About The Energy Co-op

The Energy Co-op uses the power of community to lead today's sustainable energy evolution. As a sustainability-focused 501(c)(12) nonprofit cooperative, we help our members buy, use, and understand renewable energy. We are Pennsylvania's only member-owned supplier of 100% renewable electricity and 100% renewable natural gas, and we offer affordable, transparently priced heating oil to members in southeastern Pennsylvania, northern Delaware, and southern New Jersey. We are a small, dynamic team based in Philadelphia, and are seeking a full-time Energy Programs Coordinator to support the management of our core energy programs.

"Programs" at The Energy Co-op are the core business of the organization – the retail sale of renewable electricity and renewable natural gas and the management of our heating oil contracts – and are how most of our revenue is generated. The bulk of our costs also originate from these programs. As such, much of the work in the Programs department is financial in nature and occurs according to monthly, quarterly, and annual reporting deadlines. Our programs are the starting point of our work across all of our departments, and Programs staff collaborate with all team members actively.

Position Overview

Reporting to the Energy Programs Director and working closely with the Finance department, the Energy Programs Coordinator will primarily be responsible for providing process, reporting, research, relationship, and administrative program support across all three of our energy programs as well as providing support in some administrative finance functions for the organization. This person will manage the Programs calendar and processes, conduct research and monthly financial and regulatory reporting, support the Energy Programs Director in project management, and assist with carrying out our core Programs activities. We are looking for someone who is highly organized and able to effectively manage multiple projects and priorities at once. Qualified candidates will demonstrate keen attention to detail, a facility with financial figures, the ability to adhere to both stringent and fluid deadlines, and should be comfortable working as part of a small team while also possessing a level of initiative that allows them to be productive when working independently.

Responsibilities

Administration (70%)

- Manage Programs calendar in Airtable to ensure timely administration of key departmental activities, processes, and adherence to external deadlines
- Carry out routine daily and monthly pricing updates on internal and public-facing platforms
- Manage and record all organizational invoices and perform other routine financial functions, such as monthly sales tax payments
- Execute daily, weekly, and monthly programmatic and financial activities including but not limited to contract reviews, invoice auditing and tracking, and reconciliations

- Input key program data, including revenue, cost of goods sold, and gross margin, and energy market forecast indicators in Excel and assist with preparation of data for monthly Board reporting and financial statements
- Conduct routine and ad hoc data uploads and data cleanings in Excel and Salesforce
- Perform data processing and transformation on reports and data provided by staff and third-party vendors in Excel
- Provide administrative support for regulatory compliance activities

Research & Analysis (20%)

- Conduct research on energy policy and the wholesale electricity market to provide policy and risk analysis that directly or indirectly affects The Energy Co-op
- Maintain and conduct quarterly updates on the Energy Policy Tracker in Airtable
- Conduct research and administrative activities to assist with ad hoc projects
- Perform ad hoc data analysis tasks

Internal Controls & Process Improvement (10%)

- Document, streamline, optimize, and manage program processes to ensure high-quality program performance and integrity
- Audit third-party vendor performance and support third-party vendor relations
- Identify opportunities for process improvement and task automation where possible

Required Qualifications

- Bachelor's degree in a related field
- 2-4 years of experience in a coordinator, administrative, or similar role
- Intermediate to advanced Excel skills (v-lookup, pivot tables, filters)
- Experience with Microsoft Office Suite
- Ability to work with complex datasets
- Strong time management and prioritization skills
- Process oriented with strong logical thinking skills
- Ability to synthesize and communicate information effectively

Ideal Qualifications

- Salesforce CRM user experience
- Airtable experience
- QuickBooks experience
- Python or other coding experience
- Understanding of general accounting principles and procedures
- Experience or academic background in renewable energy, environmental studies, and/or sustainability
- Strong written and verbal communications skills
- Comfortable deriving structure from ambiguity

How to Apply

Please submit your resume and a cover letter [here](#). The deadline to submit applications is December 17, 2025. In your cover letter, tell us how you learned about this position, and why you think you are a good fit. No telephone calls, in-person applications, or recruiters, please.

Hiring Process

For this position, we anticipate the following stages and timeline for the interview process:

November 19 – December 17: Application submissions accepted

December 22 – January 9: First round phone interviews

January 12 – January 20: Second round video interviews

January 22 – January 28: Take-home exercise

February 2 – February 6: In-person meeting with Energy Co-op staff

The anticipated start date for this position is Tuesday, February 24, 2026.

Hours, Compensation & Benefits

This is a full-time, exempt position. The starting salary range is \$50,000 to \$57,500, contingent on experience.

The Energy Co-op prides itself on providing a high-quality work-life balance with a competitive compensation and benefits package, including employer-subsidized health, vision, and dental insurance; employer-sponsored short- and long-term disability insurance; a SIMPLE IRA retirement plan with employer match; 11 company holidays; and paid time off.

Equal Opportunity Employer

The Energy Co-op is an equal opportunity employer. Policy prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or veteran status. Further, The Energy Co-op supports and promotes equal employment opportunity, human dignity, and all forms of diversity.

Operating Notice

The Energy Co-op staff currently work on a hybrid remote and in-person basis, with in-person work conducted at our offices at 50 S 16th Street, Fl 17, Philadelphia, PA 19102. Each staff member will be required to work from our offices one day per week as determined by management and until further notice. When working remotely, staff will – during normal business hours – (1) be expected to be available for virtual meetings, teleconferences, and calls and (2) be required to identify and maintain a designated workspace from which they can perform their responsibilities. The current hybrid remote and in-person workplace attendance and other relevant workplace terms are subject to change at the discretion of the Executive Director. The Energy Co-op will furnish the selected candidate with a laptop computer and related accessories to permit them to perform their responsibilities remotely. The selected candidate is expected to supply their own mobile telephone and reliable internet service while working remotely for this position.