



Strategic Marketing/ Communications Administrative Fellow

Organization Description: The Solar Foundation is a 501(c)(3) nonprofit, non-lobbying organization founded in 1977 that strives to increase the use of solar energy through education, research, and market transformation. The Solar Foundation is the charitable research and education arm of the Solar Energy Industries Association, conducting public education, performing solar labor market research, and promoting pro-solar policies and programs.

Fellowship Description:

- Build and maintain strong relationships with our partners and supporters
- Play an integral role in planning and managing the organization's annual fundraising event
- Prepare and edit press releases, letters to stakeholders, and outreach materials
- Assist with operational logistics and provide administrative support
- Establish and maintain a strong social media presence
- Other duties as assigned

Experiences Offered:

- Develop skills needed to plan, promote, and host nonprofit fundraising events
- Attend solar industry meetings and make valuable contacts
- Gain first-hand environmental nonprofit operations, marketing, and communications experience
- Learn about solar news and research

Qualifications:

- Be available for at least 30 hours per week; the option to work remotely is available
- Demonstrate a passion for solar energy
- Be detail-oriented and possess superior communication and organizational skills
- Be flexible and have the ability to multi-task in a dynamic environment
- Be proficient with conducting internet research and with the Microsoft Office Suite
- Knowledge of event planning and business are a plus
- Ideal candidates will possess or actively be in pursuit of a bachelor's or master's degree in the areas of business, communications, nonprofit management, or environmental studies. However, applicants from all fields will be considered.

Compensation: No compensation is offered. The Executive Director will provide a written evaluation and summary of work experience, as well as appropriate recommendations.

To Apply: Please submit cover letter and resume to Philip Haddix, Project Manager, with the subject "Marketing Fellow" at phaddix@solarfound.org. Position is immediately available and open until filled.