



Job Announcement

Deputy Chief of Staff

About WeSolar

Today, solar is the world's fastest growing source of electricity. Over the past decade, more than 2 million homes and businesses in the U.S. have installed solar panels on their roofs or property. As the popularity of solar has grown, new approaches have emerged for making this renewable energy source more available to all.

Founded by Kristal Hansley on Juneteenth 2020, WeSolar is the first community solar company to be owned by a black woman. We are the nation's leading social impact firm and our mission is to bring affordable energy access to under-resourced communities through local community solar projects. WeSolar launched in Baltimore and we are now located in 9 states with even more plans to expand. Through WeSolar, electricity consumers can purchase shared solar from a local project without having to install any equipment on their homes. In turn, residents save hundreds on their electricity bills. Our team consists of disrupters who advocate for communities of color and low-to-moderate income (LMI) communities to be included in the transition to a clean energy economy and have a healthy environment in the future.

Job Summary

We are looking for a highly skilled Deputy Chief of Staff to join our fast growing team and oversee WeSolar's daily operations and logistics. This opportunity is a full time mostly in person position with a preference for candidates who are in the Baltimore area or who are willing to travel to Baltimore for in person meetings

Duties and Responsibilities

- Collaborate with the Chief Executive Officer to develop and implement strategic plans, objectives, and priorities that align with the organization's vision and goals.
- Develop and implement standard operating procedures (SOPs) to improve WeSolar's operational efficiency.
- Manage the calendar of the CEO and complete a variety of administrative tasks including: managing an extremely active calendar of appointments; completing



expense reports; handling confidential correspondence; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

- Collaborate with different departments to ensure effective communication and coordination of projects and tasks.
- Maintain and update operational documents, including policies, procedures, and manuals.
- Supervise and mentor staff members, fostering a high-performance culture that promotes collaboration, accountability, and professional growth.
- Manage and track operational budgets, expenses, and resources.
- Assist in the recruitment, training, and onboarding of new staff members.
- Monitor and ensure compliance with relevant regulations and industry standards..
- Support in the implementation of technology solutions to enhance WeSolar's operational efficiency.
- Resolve operational issues and monitor general email inbox to resolve customer or client inquiries and concerns.
- Conduct regular meetings and communicate updates to relevant WeSolar stakeholders.

Compensation

This is a full time position with a total compensation of \$88,200. The salary of \$62,000 per year plus benefits with a 10% bonus and \$20,000 stock in company based on 3 year vested employee spending

Qualifications

- Bachelor's degree in business administration, operations management, or a related field.
- Strong verbal and written communication skills
- Strong organization and time management skills with close attention to detail
- Able to give and receive feedback and constructive criticism from a variety of channels
- Ability to multitask with an analytical mindset and problem solving abilities
- Excellent strategic thinking and problem-solving skills, with the ability to make sound decisions under pressure
- Commitment to climate, environmental, racial and social justice



- At least 5 years experience working in leadership and team management in large scaled projects
- Experience working in the renewable energy field with an understanding energy justice is a plus

How to Apply

Please submit your resume, cover letter with subject line “ Your Name - Deputy Chief of Staff” to info@wesolar.energy by September 1. Applications will be reviewed on a rolling basis so apply as soon as possible

Our work centers community with an understanding that our communities of color bear the brunt of the climate crisis and are being left out of the renewable energy transition. These communities must be centered in this work therefore, we strongly encourage members of the BIPOC community, LGBTQ community, people with disabilities and women to apply for this role