



PROJECT MANAGER TEAM COORDINATOR

Since 2002, PV Squared has provided custom solar energy solutions to businesses, nonprofits and homeowners in the Pioneer Valley and surrounding regions. We are driven by a commitment to building a healthier environment, strengthening the communities we serve, and practicing workplace democracy. We see our people as our most valued asset and we believe our greatest impact can only be achieved collectively.

The Team Coordinator is responsible for providing support, development and direction to our team of residential and commercial Project Managers. They will serve as a centralized point of contact between teams, to coordinate staffing ability with operational functions. This person will track project statuses, prepare the build queue, and report on key performance indicators. The Team Coordinator will report directly to the General Manager and work with other team leaders to ensure PV Squared operations run smoothly and effectively.

Responsibilities:

- Responsible for creating a safe, transparent, collaborative, and productive workplace culture
- Provide task-specific support and big picture direction to Project Managers
- Along with GM and other team leaders, contribute to Coop-wide strategic planning efforts
- Foster strong relationships with subcontractors, vendors, and major commercial clients
- Develop and manage team-specific key performance indicators
- Provide build queue insights and forecasting to other teams
- Work with HR & Culture Specialist to identify individual and team-wide growth opportunities

Qualifications:

- Successful track record of leadership, coordination, mentoring and/or training experience
- Experience working with customers and subcontractors
- Experience in solar, construction, or an engineering related industry a plus
- People-focused, empathetic, and a desire to represent the voice of others
- Ability to create and analyze data for performance trends
- Brings a positive, collaborative, and solutions-oriented attitude to work
- Passionate about solar energy, green building, and the cooperative business model
- Highly proficient with Microsoft and Google Suite tools

What We Offer:

- A collaborative, cooperative and democratic work environment
- Competitive wage compensation and a generous benefits package, including:
 - Employer-paid health, dental, and vision insurance
 - Paid time off (starting at 3 weeks), plus holidays
 - 401(k) with employer contribution
 - Health savings accounts
 - Company cell phone and other reimbursements
 - Short and long term disability, and life insurance

- Path to shared worker-ownership of the business and profit sharing
- Participation in group decision making and cooperative governance
- Professional development and technical training stipends

We are looking for people who are passionate about making a positive impact and being part of a cooperative environment. As a worker-owned cooperative, we take pride in our work and we respect the investments our clients are making. We've built our reputation on strong word of mouth, quality craftsmanship, and outstanding client care. The collective sum of our individual differences contributes to the work we proudly produce and the collaborative approach we take.

This is a full-time position based in Greenfield, MA. PV Squared is an Equal Opportunity Employer and holds MA Elec. Lic. A13764. PV Squared is committed to fostering a diverse, equitable, and inclusive company culture. Compensation based on experience and qualifications. To apply, please email your cover letter and resume with "Project Manager Team Coordinator" in the subject line to careers@pvsquared.coop. We look forward to hearing from you!