



Posting Date: December, 2025
Position Title: **Clean Energy Program Manager**
Reports To: Workforce and Planning Director
Employee Classification: 32 hours per week, limited duration program runs from 2026-2029
Compensation: \$63,522-\$69,413 per year, based on experience
Benefits: Subsidized transit pass, work from home stipend, professional development opportunities, Paid Time Off, flexible family-friendly schedule.

Consideration of candidates will begin immediately and continue until the position is filled.

About APANO CUF:

APANO Communities United Fund (CUF) unites Asian and Asian Americans to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians, and communities who share our aspirations and struggles, have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO Communities United Fund (CUF) is a 501(c)(3) organization that works closely with its affiliate 501(c)(4) organization, APANO.

About the Position:

APANO Communities United Fund is looking for a motivated and community-centered Renewable Energy Program Manager who will join a growing, seasoned team of Workforce and Development community member-leaders and staff, working to achieve concrete and meaningful change for the lives of Asian Americans within our Oregon community, and the larger world.

The Clean Energy Program Manager will lead community-centered residential solar access programs in partnership with community members, contractors and partner organizations.. This role involves stakeholder engagement, client services, contractor coordination, scheduling, reporting, outreach, and onsite support—bridging renewable energy work with grassroots engagement, ensuring that underserved and low-income homeowners can access culturally responsive and high-quality solar installation services.

The ideal candidate has a working knowledge of energy efficiency, home weatherization, retrofits, and clean energy systems and is excited to expand their knowledge and experience in residential solar. They are organized, detail-oriented, community-focused, and comfortable working directly and engaging with clients and in the field.

Position Responsibilities:

Community Engagement & Outreach (30%)

- Coordinate and lead outreach, tabling, and recruitment activities at community events, resource fairs, and gatherings to increase awareness of residential solar systems among underserved and low-income homeowners through culturally relevant education and engagement.
- Drive participation in the solar program in partnership with other community-based organizations as outreach and enrollment navigators.
- Support development of outreach collateral in multiple languages and formats to support diverse audiences, including flyers, presentations, and post-installation guides.
- Use community needs assessments, surveys, and listening sessions to inform outreach activities and track performance metrics.

Program Coordination & Implementation (30%)



- Coordinate intake, scheduling, and navigating process of residential solar installation.
- Serve as liaison between clients, contractors, funders, and technical support teams.
- Understand the assessment and implementation process and ensure quality and culturally responsive delivery.
- Assist clients and contractors in navigating and applying for energy incentives.
- Maintain accurate client files, program records, and ensure compliance with grant requirements.

Field Work & Site Visits (20%)

- Travel throughout Portland and surrounding areas to visit clients' homes and support onsite services.
- Attend assessments and installation appointments to support clients and monitor service delivery on as needed basis.

Reporting & Administration (20%)

- Track program expenses, submit required forms, documentation, and invoices to internal teams and funders in a timely and accurate manner.
- Prepare quarterly reports for internal tracking and funders, and communicate progress and milestones to the supervisor, APANO's internal team, and the funder.
- Support evaluation and continuous improvement of programs.

Qualifications:

The Clean Energy Program Manager will have:

- At least 3 years of experience coordinating programs serving diverse communities, with a strong emphasis on community engagement, client services, and working collaboratively within a team setting.
- Demonstrated ability to work independently and collaboratively toward shared goals in a team environment.
- Experience working with databases or client-tracking systems.
- Strong organizational skills and attention to detail.
- Excellent interpersonal, communication and customer service-like skills. Comfort engaging directly with community members, in their homes, field sites and other diverse environments.
- Ability to travel regularly within Portland and surrounding areas, with occasional evening and weekend work or meetings as needed.
- Sufficient English proficiency, as this position communicates regularly in written and spoken English
- Deep commitment to and vision for APANO's mission and strategic plan, including an understanding of the role of grassroots community organizing in social change and movement building.
- Respect for and demonstrated experience working with Asian Americans, and a deep understanding of issues affecting Asian communities.
- Experience with Google Suite, and Microsoft Office Suite.
- Ability to pass a background check.
- High school diploma / GED

Preferred, but not required:

- Asian language proficiency, at least spoken and basic written, *highly preferred*.
- Lived experience in Asian, Asian American and other communities of color.



- Awareness of energy assessments, home weatherization, retrofits, energy efficiency practices.
- Familiarity with incentive or grant programs related to Clean Energy.
- Experience with Smartsheet, and Canva.
- College degree in Social Work, Public Administration - Health, Business Administration, Sustainable Energy, or other relevant field
- Certified Project Management Professional (PMP), or other relevant certifications

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled. Priority will be given to applicants who submit their application by **January 5, 2026**.

Applications should be emailed as an attached document (PDF preferred) to **jobs@apano.org** with subject line **"Clean Energy Program Manager"**.

Complete applications include:

- Your cover letter (no longer than one page) should include a brief summary of your relevant experience, highlighting how it aligns with the position's responsibilities. Be sure to describe your background in community outreach and engagement, whether through organizing, door-to-door work, tabling or retail experience. Additionally, please share any of your exposure to energy efficiency, solar energy system and contractor and residential projects even if it is your own project.
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- *[If advanced to finalist stage]* 3 references, with contact information, and your relationship to the reference

APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ+ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse Asian communities, both within the organization and the broader racial justice movement in Oregon. APANO Communities United Fund and APANO Action Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.