



We Care Solar

Job Description: Program Coordinator, Education

Organization: We Care Solar

Location: Illinois or Minnesota based (Remote)

Position: Full-Time, FLSA Exempt Employment

Salary Range: \$65,000 to \$70,000

Reports To: Strategic Lead, Education

About We Care Solar

We Care Solar is an award-winning U.S. nonprofit organization dedicated to strengthening healthcare and education in low-resource settings through solar energy solutions and education. Since 2010, We Care Solar has designed and delivered compact, durable solar electric systems to energy-deficient health centers and schools, replacing candles and kerosene lanterns with bright, efficient LED lights and power for essential devices. www.wecaresolar.org

Solar for Education: Our hands-on STEM education program, **Solar Solutionaries**, empowers students to learn about solar energy and its applications while gaining skills in engineering, electricity, problem solving, and systems thinking through hands-on learning with specialized Solar Suitcase Learning Kits. The Solar Solutionaries program trains middle and high school teachers and supports educators in bringing real-world renewable energy learning into their classrooms. Our largest programs are in the United States, with growing programs across states including Minnesota, California, Illinois, Virginia, and New Jersey.

Solar for Healthcare: Our **Light Every Birth** initiative is transforming maternal health care at the national level in select countries in Africa. The We Care Solar Suitcase provides health workers with highly efficient medical lighting and power for mobile communication and medical devices. This device is effective in a range of medical and humanitarian settings and has been distributed to thousands of health facilities worldwide. Our training programs build local capacity in solar installation, operation, and maintenance.

We Care Solar has received international accolades and numerous awards, including the 2019 Zayed Sustainability Award, the 2017 UNFCCC Momentum for Change Award, the 2015 UN DESA Powering the Future We Want Award, and the 2013 CNN Top 10 Heroes. Media coverage has included features in The Wall Street Journal, The New York Times, Forbes, PBS NewsHour, BBC World News, CNN, ABC, and CBS.

Position Summary

We Care Solar is seeking a highly organized, collaborative, and detail-oriented **Program Coordinator** to join our Education Program Team. The Solar Solutionaries education program trains middle and high school teachers and equips them with hands-on Solar Suitcase Learning Kits and engaging curriculum to empower their students to become Solar Solutionaries.

The Program Coordinator will provide essential day-to-day coordination and administrative support to ensure that education programs are delivered smoothly and that teachers, partners, and internal team members have the information and resources they need to be successful. This role will support teacher recruitment and communications, workshop logistics, kit distribution, program data and tracking, and ongoing teacher engagement.

The ideal candidate is an excellent communicator and project organizer who enjoys managing details, building relationships, solving problems, and keeping multiple projects moving forward. This is an excellent opportunity for someone interested in education, STEM, renewable energy, and nonprofit program management to contribute to a growing international education initiative.

Key Responsibilities

Program Coordination & Administration

- Coordinate day-to-day implementation of Solar Solutionaries programs, specifically workshop implementation, working closely with the Strategic Lead, Education and other members of the Education Program Team.
- Maintain program timelines, calendars, task lists, and project trackers to ensure key deadlines and deliverables are met.
- Coordinate communications and follow-up with teachers, schools, districts, education partners, and other program stakeholders.
- Support the development and maintenance of program materials, templates, forms, guides, and other resources.
- Identify logistical challenges and help troubleshoot issues to keep programs on track.
- Participate in team meetings and contribute to ongoing program planning and process improvement.

Teacher Recruitment & Support

- Support recruitment and enrollment of teachers for Solar Solutionaries cohorts through email outreach, follow-up, salesforce trackings, mapping, and other recruitment strategies.
- Serve as a responsive and supportive point of contact for participating teachers throughout the program cycle.
- Coordinate teacher onboarding, registration, required forms, surveys, and other program communications.
- Help teachers navigate online curriculum resources and program requirements.
- Support ongoing engagement with Solar Solutionaries and Legacy Teachers through newsletters, announcements, resources, and other communications.
- Help collect teacher feedback and identify common questions, needs, or opportunities for improved teacher support.
- Present at and attend relevant conferences in alignment with recruitment and building brand awareness

Workshop Logistics

- Coordinate logistics for teacher professional development workshops, including registration, participant communications, materials, venues, catering, travel details, and other event needs.
- Support preparation and organization of workshop materials, including Solar Suitcase Learning Kits and instructional resources alongside lead trainers.
- Communicate with teachers before, during, and after workshops to ensure a smooth participant experience.
- Support in-person workshops and events as needed, including occasional evening or weekend responsibilities.
- Assist with post-workshop follow-up, including surveys, certificates, resources, and next steps.

Solar Suitcase Learning Kit Coordination

- Work with the program manager to coordinate the distribution and delivery of Solar Suitcase Learning Kits to participating schools.
- Support the program manager to track kit shipments, deliveries, inventory, and related documentation.
- Communicate with teachers, schools, shipping partners, and internal team members regarding kit logistics and delivery timelines.

Communications & Outreach

- Draft and coordinate routine communications to teachers, partners, and program stakeholders, including emails, newsletters, announcements, and program updates.
- Support outreach materials for teacher recruitment, partner engagement, workshops, and other program activities.
- Help collect stories, photos, quotes, and other content that demonstrate teacher and student experiences and program impact.
- Support social media, website, and other communications initiatives related to the Solar Solutionaries program as appropriate.
- Ensure communications are timely, clear, accurate, and aligned with We Care Solar's voice and messaging.

Qualifications

Education & Experience

- Bachelor's degree required; degree or coursework in education, STEM, environmental studies, sustainability, nonprofit management, communications, or a related field preferred.
- 2 or more years of professional experience in program coordination, education, nonprofit work, event coordination, project management, or a related field.
- Experience coordinating multiple projects, events, or programs with overlapping deadlines.
- Experience working with educators, schools, nonprofits, community organizations, or other external partners preferred.
- Experience supporting professional development, workshops, trainings, or educational programs is a plus.
- Demonstrated ability to manage details while maintaining a strong focus on participant experience.

Required Skills

- Exceptional organizational and time-management skills.
- Strong written and verbal communication skills.
- Strong attention to detail and follow-through.
- Comfortable communicating with a wide range of people, including teachers, school leaders, nonprofit partners, vendors, and colleagues.
- Strong interpersonal and customer-service skills.
- Proficiency with Google Workspace

- Ability to manage multiple projects and priorities in a fast-paced, evolving environment.
- Ability to work independently while also collaborating effectively as part of a remote team.
- Strong problem-solving skills and a proactive approach to identifying and addressing challenges.

Desired, but not required

- Experience working in K–12 education or with teachers and schools.
- Knowledge of STEM education, renewable energy, sustainability, engineering, CTE, or project-based learning.
- Experience coordinating teacher professional development or educational workshops.
- Experience with Salesforce or a similar CRM system.
- Experience with event planning and logistics.
- Basic graphic design skills, especially with Canva.

Work Environment and Travel

- Remote work setup with strong virtual collaboration tools.
- Candidates should be based in **Illinois or Minnesota**
- A typical weekly schedule would include a majority of working hours synchronized with the Central Time Zone and priority overlap for Pacific Time Zone meetings and collaboration with team members.
- Occasional evening/weekend hours may be required during teacher workshops, events, or other peak program periods.
- Expected travel:
 - Approximately **3–6 domestic trips per year** for teacher workshops, team meetings, conferences, and other program activities.
 - Summer tends to be our heaviest travel season, with teacher workshops taking place across multiple states. The Program Coordinator should expect to support **1–3 trips per summer**.
 - Potential for occasional international travel, depending on program needs.

What We Offer

- **Mission-driven work.** You will see and feel the impact of your work on the lives of the women, newborns, and students we serve.
- **Competitive salary.** A competitive salary commensurate with experience and based on geographic location.

- **Comprehensive benefits.** Health insurance, 28+ paid PTO days and holidays, paid family leave, and employer-contributed 401k.
- **Flexible work schedule.** We pride ourselves on offering a flexible and fun environment while achieving our mission.
- **Strong culture.** A working environment that values humility, integrity, inclusion, professional growth, and learning.
- **Talented and dedicated team.** A collaborative, hard-working, international team that is committed to learning and improving, gets the job done, and makes time for having fun.
- **Professional development opportunities.**

Equal Opportunity Employer

We Care Solar is an equal opportunity employer. We are committed to fostering a progressive work environment that encourages participation by all team members

To Apply

Please send a cover letter and resume to: recruit@wecaresolar.org with “Education Program Coordinator” in the subject line. Please no phone calls or emails regarding this position. Applications are evaluated on a rolling basis, and we will reach out directly to candidates selected for an interview.