Project Coordinator

Prospect Silicon Valley (ProspectSV) is looking for a Project Coordinator to join our team, playing a major role in the planning and delivery of project work happening all over California. The Project Coordinator will support our building and fleet decarbonization-focused work, including grant-funded projects, consulting engagements, and generally contribute as needed to organize project activities ranging from status updates and scheduling, to organizing webinars engaging our growing community of entrepreneurs, corporate leaders and local governments.

We’re seeking an energetic, highly organized self-starter who enjoys problem solving and multitasking in a fast-paced environment. You can handle multiple objectives, you know how to organize and communicate with partners, and you’re not afraid to dive in and handle the details. You’re excited about ensuring excellent experiences for our clients and community, and in presenting a positive image in everything you do.

Some of your duties will include:

- Coordinating project activities and make sure people are accomplishing the right thing, at the right place, at the right time
- Assisting Project Managers with meetings, document reviews, communications, status reporting, and other duties as needed
- Helping develop plans, strategies, and teamwork to accomplish project objectives and meet client needs
- Supporting proposal development and submission
- Feeding social media – build content for inclusion in our social media activity to capture attention and drive participation

You’ll feel the impact of your work every day. You’ll work in a fast-paced, collaborative environment with passionate, talented people who appreciate the energy you put into your role.

Previous full-time employment experience required (2+ years) in a consulting firm, AE firm, or similar project management/coordination role. Past experience in design, architecture, or engineering in the buildings and/or energy sector strongly preferred. Internships are not included in experience. Must be based in the Bay Area and plan for hybrid work, reporting to our San Francisco office at least 2 days/week. Professional, enthusiastic, positive attitude is a must.

This is a full time, exempt position. Benefits include holidays, paid time off, subsidized health care plan, dental and vision plans, and hybrid work. Salary commensurate with demonstrated experience.

ProspectSV is a cleantech innovation and impact hub focusing on decarbonization technologies, transition strategies, and deployments. ProspectSV helps solution providers and institutions take innovative approaches from pilots to full-scale implementation. ProspectSV’s deep connection to decarbonization planning, design, and technology applications brings immediate, tangible value and path to success. We approach projects differently - forging teams of experts and providing integrated support ranging from commercialization advisory to pilot implementations and program management. Since its inception, ProspectSV has collaborated with more than 60 local government and institutional partners, supported more than 70 cleantech startups, and leveraged more than $600M in public and private investment to drive innovations in transportation and the built environment.