Prospect Silicon Valley (ProspectSV) is looking for a Project Associate to join our team of innovative, creative, and dedicated staff. Project Associates play a key role in carrying out our mission every day. They support our project teams as we plan, coordinate, and carry out our daily work. They can also assist with analysis, technical writing, and coordination tasks. The Project Associate we’re currently seeking will have a passion for and basic knowledge of energy and sustainability topics such as energy efficient buildings, electric vehicles and charging, as well as general energy topics. The Project Associate will also be truly interested in learning how energy programs work, especially market facilitation initiatives and public-private partnerships.

Do you get excited about being part of the action, making new connections, and helping people make things happen? Are you passionate about addressing climate change and advancing clean energy solutions? Are you ready to jump into a small team and give it your all? We want to hear from you!

**DUTIES AND RESPONSIBILITIES:**

- Organize information and project profiles for review with our Project Managers
- Track program metrics and progress
- Assist with analysis and technical report writing
- Communicate directly with designers, vendors, facility managers, and other partners, helping them work with us and make the most of our relationship
- Develop slide decks, communications, social media, event plans, and webinars
- May be tasked with market research, applications use case development, and other research in support of our innovation programs

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Diligent and detail-oriented, with a positive & professional attitude
- Organized and able to manage multiple objectives at once, especially challenging problems
- Strong interpersonal and communication skills and ability to work effectively with a diverse community from startups to government partners
- Ability to understand the “big picture” goals and objectives while paying attention to details
- Excellent presentation and business communication skills.
- Ability to manage multiple projects and needs from planning to delivery.
- Computer literacy in typical business software platforms including Google Suite, Microsoft Office, and CRM (HubSpot)

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.

Two years of experience or equivalent training in energy, transportation, energy efficiency, sustainability or a related field (internship experience counts!) and BS/BA in the previously stated discipline or related
fields is required. Past experience volunteering or working for a nonprofit institution is a plus. Demonstrated experience in the duties and responsibilities of this role are required. 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.