



Ohio Solar Education and Outreach Coordinator (1099 Contract)

Solar United Neighbors | Cincinnati & Dayton, OH | August/September 2026 – April 2027

About Solar United Neighbors

Solar United Neighbors (SUN) is a national 501(c)3 nonprofit dedicated to creating a clean, equitable, resilient energy system that benefits everyone. We help people go solar, join together, and fight for their energy rights.

Project Overview

SUN is seeking an Ohio Solar Education and Outreach Coordinator to support the launch and execution of the Southwest Ohio Solar Co-op — a group purchasing program open to residents of Cincinnati, Dayton, and surrounding counties in Southwest Ohio. This is a 1099 contractor position running approximately 9 months (August/September 2026 through April 2027), with some weekend and evening availability required depending on event schedules.

This contract offers a monthly rate of \$2,500–\$3,500 based on project activity and deliverables, with a total contract value not to exceed \$28,000. Mileage reimbursement is provided for transportation to and from events.

Scope of Work

Project A: Community Outreach and Co-op Recruitment

Support the launch and promotion of the Southwest Ohio Solar Co-op in Cincinnati, Dayton, and surrounding counties by:



- Representing SUN at community events, farmers markets, tabling events, and public gatherings to recruit co-op participants
- Conducting direct outreach to prospective participants through community partners, neighborhood organizations, and civic groups
- Supporting digital outreach efforts in coordination with SUN's Ohio Program Director
- Maintaining accurate records of outreach activities and participant contacts in SUN's CRM (Salesforce/EveryAction)
- Providing monthly activity reports to the Ohio Program Director

Project B: Solar Education Programming

Support the delivery of solar education sessions for Cincinnati and Dayton co-op participants by:

- Helping plan, promote, and facilitate Solar 101 sessions (minimum 3 per city) through November 2026
- Answering basic participant questions about solar energy, the co-op process, and SUN's resources
- Distributing educational materials at events and community engagements
- Supporting installer selection committee meetings as needed

Project C: Program Follow-Through and Reporting Support

Support co-op wrap-up and grant reporting activities through April 2027 by:

- Attending and supporting installer meetings and homeowner follow-up as needed
- Conducting homeowner satisfaction check-ins, including photo documentation for grant reporting
- Gathering participant testimonials and installation data to support SUN's impact reporting to funders
- Assisting with final program documentation as directed by the Ohio Program Director
- Attending internal SUN meetings to support project coordination as needed



Required Qualifications

- Southwest Ohio resident with reliable personal transportation and a valid driver's license
- Basic knowledge of residential solar energy (how solar works, common homeowner questions, benefits of group purchasing)
- Strong interpersonal and public communication skills; comfortable engaging diverse audiences at community events
- Ability to work independently, manage own schedule, and meet project deadlines
- Proficiency with Google Suite, spreadsheets, CRM systems, and email
- Reliable personal laptop and internet connection
- Ability to work evenings and weekends as needed for community events
- Current valid driver's license and insurance

Preferred Qualifications

- Experience with community outreach, tabling, public education events, or community organizing
- Familiarity with Cincinnati and/or Dayton communities and surrounding counties
- Experience in clean energy, environmental advocacy, or related nonprofit work
- Bilingual skills a plus

The 1099 contractor is expected to maintain their own personal health insurance, and a Certificate of Insurance (COI) for General Liability may be needed.

How to Apply

If you're excited about engaging with communities and helping expand solar adoption, we encourage you to apply! Submit a brief statement outlining your interest in this contractor role and how your skills align with our mission, along with your resume, to OHTeam@solarunitedneighbors.org



Solar United Neighbors welcomes candidates of diverse backgrounds and experience to apply, including people of color, women, LGBTQ+, people with disabilities, veterans, and those with a non-traditional education. We're an equal opportunity employer and value diversity at our organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

SUN is [committed](#) to a diverse and inclusive workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the position description, we still encourage you to apply.