



Renewable Energy Project Development Assistant (Associate) Greater Salt Lake City Area, Utah

Enyo Renewable Energy is an independent solar and wind development company that has successfully developed utility-scale renewable energy projects in the Intermountain West. Co-located in a small hydroelectric plant in Little Cottonwood Canyon, our office is only 15 miles from downtown Salt Lake. We are currently seeking to hire an associate who is passionate and interested in a career in clean energy to join our renewable energy development team.

Summary of Duties:

The Renewable Energy Project Development Assistant will assist in managing Enyo's portfolio of renewable energy projects and take on development activities as necessary. The successful candidate will be organized, reliable, adept at problem solving, a strong communicator with sensitivity to stakeholder relationships, and comfortable prioritizing and managing your own schedule to meet deadlines. Over time, this role will ideally take on more development responsibilities, which could include land prospecting, subcontractor management, strategic planning, engineering and construction oversight, interconnection related tasks and involvement in commercial negotiations. Experience in land development, legal contracts, or financial modeling will be valued highly and could expand the scope of this role.

Responsibilities:

- Track basic project development activities and project details for a portfolio of projects
- Manage interconnection study process with utilities, including coordination to provide items required for interconnection studies and adequate review of interconnection agreements
- Manage budgets and cash flow for projects early-stage development potentially into construction
- Maintain project files
- Draft responses to RFPs and assemble components to finalize proposals
- Run team meeting, document minutes and track action items

Qualifications and Required Skills

- Bachelor's Degree required, Master's Degree preferred
- Desire and willingness to learn
- Excellent prioritization, time management, and problem solving
- Proficiency in Microsoft Office programs: Word, Excel, Powerpoint
- Good professional writer
- Sensitivity in communication with subcontractors and external parties
- Excellent communication skills externally and internally

Additional Valued Skills

- Familiarity with GIS programs (Google Earth and/or ArcGIS)
- Experience in solar PV industry
- Experience in land development
- Financial modeling and/or planning
- Paralegal experience
- Competency in Microsoft Project

Qualified candidates should send a resume and cover letter to info@enyo-energy.com by October 2, 2018.