Posted thursday, September 22, 2022 – accepting applications on a rolling basis

SHE Program Assistant – job description

**Position:** Program Assistant, Solar Household Energy, Inc.

**Location and hours:** Part-time (10-15 hrs/week), flexible hours, remote (work from home), prefer near Washington, DC

**About Solar Household Energy**

Solar Household Energy leverages the power of solar cooking to improve social, economic and environmental conditions in sun-rich areas around the world.

Over half the world’s population relies on wood, charcoal or other biomass for daily cooking, leading to respiratory diseases, economic hardship, environmental degradation, and carbon emissions. Solar cooking offers a practical, affordable, and sustainable alternative.

Since 1998, Solar Household Energy has worked with non-governmental organizations, entrepreneurs and public sector entities to promote solar cooking with modern solar cookers, including the “HotPot” developed by Solar Household Energy. We help to introduce the technology in developing countries through making suitable devices available within the context of comprehensive training initiatives, including progress monitoring and project evaluation.

Solar Household Energy, led by a small team of dedicated staff and volunteers, promotes solar cooking in the Washington, DC area and internationally, conducts solar cooker technology research and development, and is currently managing solar cooking projects in Mexico, Haiti, Kenya, Uganda, and refugee camps in the Sahel area.

Find out more at [www.she-inc.org](http://www.she-inc.org)

**Responsibilities:** Assist the SHE Executive Director with her duties including:
- networking, fundraising, proposal and partnership development
- solar cooker field project implementation and evaluation
- communicating and coordinating with field project managers internationally
- attending virtual bimonthly SHE Board meetings and assisting Board members with their projects
- performing administrative duties.

**Required qualifications:**
- Must use own computer with webcam and phone for part-time remote work and communication
- Excellent writing and communication skills in English
- Strong MS Office skills: Word, Excel, PowerPoint
- Social media skills (Facebook, twitter, etc…)
- Knowledge of international development issues
- Organized and detail-oriented
- Self-starter, problem-solver, independent learner and worker
- Transparent and accountable about work hours and accomplishments
**Preferred qualifications:**- Based near Washington, DC for occasional in-person meetings with SHE staff and participation in related events
- Spanish language skills
- Writing and publishing newsletters and reports
- Posting articles on websites
- Work experience in the field of clean cooking, in the context of international development

**Expected compensation and timeframe:**
The successful candidate will work between 10 to 15 hrs a week at his/her own place of work, working closely with Solar Household Energy staff by telecommunication. Compensation between $15 to $25 per hour depending on experience, 10-15 hours per week. Job growth is dependent upon funding.

**How to apply:**
Please send cover letter, writing sample, and resume with compensation requirements to: sophie@she-inc.org