



Terms of Reference: Program Manager (Short-term Consultancy)

EarthSpark International, a US-based non-profit with the mission to eradicate energy poverty, is seeking a practical, motivated, action-oriented individual who is ready to dive into rewarding but challenging work in Puerto Rico as part of a project funded by the [Municipal Investment Fund](#). EarthSpark is working in partnership with the Municipality of Bayamón, to enhance an enabling environment for projects that strengthen local energy generation, energy efficiency, smart energy services, grid stability, and energy resilience. This project involves coordination across multiple stakeholders, including government agencies, regulators, contractors, financiers, and community partners. Effective program management is critical to ensure the project is delivered on time, within budget, and in consideration of technical, environmental, social, and regulatory standards and best practices.

The **Program Manager** will be a team-player in a 'start-up culture' context and will work well with collaborators inside and outside the organization. The individual will need to feel comfortable taking on multiple roles, given the participation in a wide range of activities. The ideal candidate will not only have technical acumen specific to the energy sector but will also provide support to project management activities and feel comfortable jumping into Puerto Rico community meetings and presenting in high-level gatherings.

The objective of this consultancy is to provide program management leadership and oversight for the planning, execution, and delivery of the project. The Program Manager will ensure alignment of activities with project goals, compliance with funder and municipal requirements, and effective stakeholder coordination.

Job Summary

The **Program Manager** will have a wide range of tasks that are critical to the successful realization of the EarthSpark mission. S/he will report directly to EarthSpark International senior management, working closely with EarthSpark Technical Lead. Additionally, the role will interface with a variety of partners, including project partners, industry stakeholders, and funders and investors. This position is a part-time contracted role. Hybrid work is encouraged. Mandatory Puerto Rico-based in-person meetings shall generally occur weekly but exact dates, frequency and times will vary based on the project schedule. While general working hours are flexible, the successful candidate will need to demonstrate a plan to succeed in working with colleagues based in the Eastern Time Zone and demonstrate flexibility for joining calls and meetings with partners at shared convenience.

Duties and Responsibilities

The Program Manager will be responsible for:

- **Project Planning & Coordination Support**
 - Support development and help maintain the overall implementation plan, including timelines, milestones, and deliverables.
 - Help coordinate project activities among contractors, technical consultants, suppliers, and stakeholders.
 - Help identify interdependencies between project components and manage critical paths.
- **Stakeholder Engagement**
 - Serve as the central point of communication between the project sponsor, regulators, utilities, contractors, and communities.
 - Prepare and deliver presentations, progress updates, and reports to stakeholders.

- **Risk & Compliance Management**
 - Identify, assess, and mitigate program risks, including regulatory, environmental, and financial risks.
- **Technical Insight**
 - Provide insights on solar PV and battery energy systems in the context of Puerto Rico, as part of the role of stakeholder facilitator.
 - Support the development of tools and templates relevant to program objectives, including financial models and business plans.
- **Reporting Management**
 - Support development of processes and procedures, including the development of a Public-Private Collaboration Framework, funder briefs, business plans, etc.

Deliverables

The Program Manager will provide the following key deliverables:

1. **Inception Report** – detailing work plan, program structure, and risk register (within 30 days).
2. **Monthly Progress Reports** – summarizing activities, progress, risks, and mitigation measures.
3. **Final Project Completion Report** – summarizing outcomes, lessons learned, and recommendations, likely built into a Public-Private Collaboration Framework and other project deliverable outputs.

Duration of Assignment

The consultancy is expected to run for roughly **5 months**, commencing on **October 26th**. Extension may be considered based on project needs and performance.

Reporting & Supervision

The Program Manager will report directly to the President of EarthSpark and will coordinate closely with the EarthSpark Technical Lead and other project partners.

Skills and Qualifications

- Excellent writing and speaking skills in English and Spanish
- Proficient in Microsoft Office Suite
- Ability to work with others
- Excellent organization, great attention to detail, and ability to self-motivate
- Willingness and interest to discover, understand and empathize with other cultures
- Strong sense of community
- Working relationships with key stakeholders in the Puerto Rico renewables industry
- Dedication to improving rural access to clean energy servicing
- Up-to-date driver's license and access to means of transportation in Puerto Rico strongly preferred

Education, Experience, and Location

Master's degree in relevant profession (environmental sciences, engineering, business administration, etc.) or a demonstrated ability to excel at program management and community engagement role.

Experience in solar/battery systems, specifically in Puerto Rico

Experience in project & program management

Experience in community engagement

Applicable work or internship experience and a demonstrated capacity to manage complex environments

Living in Puerto Rico

Payment & Contract Terms

- \$55.00 USD/hour for, on average, roughly 20 hours/week over the duration of the assignment with variance from week to week based on project need.

- The Consultant shall have independent contractor status and shall not be an employee

- Payment will be made on a monthly basis upon Submission and approval of reports and deliverables.

- The consultant will be responsible for their own taxes, insurance, and benefits.

How to Apply

Please send a CV and cover letter outlining your relevant skills and experience with the subject line: "PR Program Manager Posting" to info@earthsparkinternational.org.

Non-Discrimination Policy and Encouragement to Apply

EarthSpark does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits. We strongly believe that diversity is a strength, and we encourage all qualified candidates to apply.