



## Terms of Reference: Technical Associate

EarthSpark International, a US-based non-profit with the mission to eradicate energy poverty, has been working internationally for 15 years and was invited by a Puerto Rican community to collaborate in Puerto Rico in 2023. With strong partnerships now in place, EarthSpark is seeking a practical, motivated, action-oriented individual who is ready to dive into rewarding but challenging work in Puerto Rico while also remotely supporting work in Haiti and South Sudan. This is a once-in-a-lifetime opportunity to engage meaningfully at critical stages in community-based microgrid work across wide ranging geographies.

The **Technical Associate** 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 but will also provide support to project management activities and feel comfortable jumping into Puerto Rico community meetings and presenting in high-level meetings. Any and all candidates who are interested in this position are strongly encouraged to apply.

The core function of this role is to work with local partners and staff to support EarthSpark's microgrid development in Puerto Rico, primarily in partnership with community organizations based in La Margarita, Salinas. This would include the deployment of residential solar/battery systems throughout Salinas as part of the DOE-funded Energy Resiliency Fund, community microgrid(s) within La Margarita, Salinas, and other community development projects as they arise.

A secondary function is the remote support of EarthSpark's microgrid development and ongoing operations in Haiti, centered in the southern Peninsula in the towns of Les Anglais, Tiburon and other towns at varying stages of development.

The third function is the remote support of EarthSpark's collaboration with external partners in South Sudan and their efforts in expanding microgrid and metrogrid development in the country.

## Job Summary

The **Technical Associate** 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 who is based in San Juan. Additionally, the role will interface with a variety of partners, including EarthSpark staff, volunteers, funders and project investors.

This position is a full-time role. Semi-remote work is encouraged with Puerto Rico-based in person workdays to be expected each week. While general working hours are flexible, the successful candidate will need to demonstrate a plan to succeed in working with colleagues based in the Atlantic and Eastern Time Zones and demonstrate flexibility for joining calls with partners in time zones around the world.

## Duties and Responsibilities

- **Electrical engineering support**
  - Carry out load surveys, assessments, and household mapping for solar/battery residential and community microgrid project sites.
  - Support the preliminary design of generation, distribution, and customer connection assets.
- **Community engagement lead**
  - Represent ES in Puerto Rico community engagement activities, alongside collaborating partners, with means of communication in either Spanish or English.
- **Project management support**
  - Manage work plan development and ongoing task tracking.
  - Manage and maintain a bill of materials and seek quotes from suppliers.
  - Support procurement and importation of materials as needed.
  - Support process improvements and documentation management.
- **Construction management support**
  - Support the oversight of construction and commissioning of generation and residential electrical systems.
- **Research and program support**
  - Contribute programmatic support for solar/battery system assessments in Puerto Rico and potentially in other geographies.
  - Collect and collate data and information on Puerto Rico grid and from customers as required.
- **Data analysis and financial modeling support**
  - Carry out analysis of solar/battery system datasets and others for performance analysis purposes.
  - Maintain updated financial models across various projects, based on latest inputs.
- **Operations support**
  - Support the training of local electricians and oversee home and business connections.
  - Support the smooth running of implemented project operations across different geographies, as suitable.
  - Support the troubleshooting of any technical problems that may arise, with the close collaboration of EarthSpark and 3<sup>rd</sup> party support staff, as suitable.
- **Report / grant writing support**
  - Contribute to writing of grant applications and performance reports.
- **Advocate and Represent EarthSpark International**
  - Deliver presentations on the importance of expanding energy access in Puerto Rico when needed.
  - Give tours of the Puerto Rico projects to donors, partners, and other interested stakeholders.
  - Represent EarthSpark International at local and national conferences, workshops and stakeholder consultations as needed.
- **Contribute to Social Media and Brand Management**
  - Provide ES with photos, information, stories and blog posts to contribute to the brand.
- **Any and all other duties as required.**

## Skills and Qualifications

- Excellent writing and speaking skills in English and Spanish required
- Proficiency in French and/or Haitian Creole preferred
- Proficient in Microsoft Office Suite
- Ability to work well with diverse teams and constituents
- Excellent organization, great attention to detail, and strong ability to self-motivate
- Willingness and interest to discover, understand and empathize with other cultures
- Strong sense of community
- Dedication to improving communities' access to clean energy services
- Up-to-date driver's license and access to means of transportation in Puerto Rico strongly preferred
- Experience living in and willingness to travel to "Least Developed Countries" (United Nations definition) both preferred

## Education and Experience

Bachelor's degree in mechanical engineering or electrical engineering or a demonstrated ability to excel at technical work.

Experience in solar/battery and other electrical system design and installation

Experience in project management

Experience in community engagement

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

Living in Puerto Rico

## Compensation

\$5,000 USD/month. EarthSpark seeks to add benefits in the future, but this is currently a simple contractor arrangement without additional benefits. EarthSpark envisions the role to be at least one year with room for continuation and growth.

## How to Apply

Please send a CV and cover letter outlining your relevant skills and experience with the subject line: "Technical Associate Job Posting" to [info@earthsparkinternational.org](mailto: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. If you believe you would be an excellent fit for this position but are missing one or more of the qualifications, please apply and write in your cover letter why you would be a great addition to our team.