

Pennsylvania BIL & IRA Implementation Coordinator

The BIL & IRA Implementation Coordinator (“Coordinator”) is a 2-year contract, salaried fellowship position that supports Ohio River Valley Institute (ORVI) work around the implementation of funding programs that are part of the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA), and the Inflation Reduction Act (IRA).

The mission of the Coordinator’s role is to support local government officials’ decision-making and provide project management capacity to help local governments bridge the “last mile” between their capacity and resources and the vast federal funding programs in the BIL & IRA.

The Coordinator will work directly with ORVI staff and directly support ORVI’s role in leading Implementation within the Clean Power PA Coalition. The Coordinator may also interact with other organizations within structures and coalitions of which ORVI is a part.

Compensation will be an annual salary of \$52,500 per year plus our comprehensive benefits package, including employer-paid health insurance, 401k, paid holidays, vacation, and sick days.

Primary Responsibilities

Coordination & Project Management:

- Develop relationships with Pennsylvania implementation stakeholders.
- Provide additional capacity to ORVI and relevant coalitions to organize implementation events, identify opportunities for local governments to pursue funding opportunities, and make recommendations to ORVI leadership.
- Provide support for local governments’ grant advocacy efforts including participating in calls, meetings, and conversations with local government officials, staff, and task forces.
- Manage associated work plans and production schedules for work supporting local governments' grant advocacy efforts.
- Provide local government with additional grant coordination including identifying other relevant non-BIL/IRA programs at DOE, DOT, DOA and EPA.
- Participate in relevant Clean Power PA table and committee calls and provide updates and make coordination suggestions with table and committee members.
- Support ORVI Implementation Lead for Clean Power PA Coalition including serving as an additional point of contact for Coalition partners and monitoring relevant news and BIL/IRA content.

Research and Monitoring:

- Attend relevant webinars, conference calls, and other virtual or telecommuting sessions related to either of the federal funding programs. Examples include guidance webinars by federal agencies such as the

Department of Energy or the Joint Office of Energy and Technology or panel sessions with academic and non-profit leaders.

- Take detailed notes and provide brief summary readouts of all webinars and sessions attended.
- Monitor public releases and announcements from all relevant federal and state agencies such as RFIs, and NoFOs.
- Track all relevant funding programs
- Develop and utilize a central tracking system to track funding programs' status and announcements.
- Continually research BIL and IRA funding programs for potential matchmaking opportunities for local government priorities.

Liaison:

- Staff and participate in various conference calls with implementation stakeholders throughout Pennsylvania including but not limited to state and local government and agency officials, non-profit organizations, private sector businesses, coalitions, and volunteers.

Equity:

- The Coordinator will work collaboratively with ORVI, Clean Power PA, and other organizations to ensure impacts of Black, Indigenous, and People of Color (BIPOC), low-income, and frontline communities that have historically and currently suffer disproportionately from pollution and changing climate are prioritized in pursuit of federal funding programs including ensuring Justice40 criteria is addressed.

How to Apply

The Ohio River Valley Institute, a program of the Community Foundation for the Alleghenies, is an equal employment opportunity employer. People of color, LGBTQIA people, and women are strongly encouraged to apply. We believe that a diverse workforce and inclusive workplace culture enhance our ability to fulfill our mission. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

All qualified candidates are encouraged to apply as soon as possible. To be considered, please submit your resume and a cover letter to Joanne Kilgour at joanne@ohiorivervalleyinstitute.org with the subject line "BIL & IRA Implementation Coordinator Application".

