



## **POSITION OPEN: Human Resources Associate**

### **About Empower Energies**

Empower Energies strives to be the leading nationwide provider of turnkey clean energy solutions for the Fortune 500, regional corporations, and public organizations. Our clients trust us to assess, design, finance, and construct their critical projects on time and on budget to meet their ESG goals, reduce their energy costs, and ensure a healthier earth for future generations.

Led by a seasoned management team and backed by climate solutions oriented institutional investors, we have a well-established national footprint of over 200MWs of completed projects. With our world class execution team, Empower Energies is in an excellent position to capture the tremendous market growth opportunities in onsite Solar & Energy Storage System (ESS) as well as community solar.

Our vision is to empower leading businesses and communities in driving America's shift to a modern economy – powered by affordable and reliable renewable energy.

### **Position Description**

We are seeking an energetic, resourceful, people-person to join our team as a Human Resources Associate. This position is leveled as an early-stage career role. The successful candidate will thrive on opportunities to create smooth running systems and to cultivate a positive and supportive work environment for others. The ability to take the wheel and drive on both day-to-day tasks and special projects is essential. This person will handle confidential information which requires a high level of discretion and integrity. This position reports to the SVP of People & Corporate Operations.

### **Job Responsibilities**

- Assist in full cycle recruiting process including editing/writing job descriptions, posting jobs externally, interacting with external recruiters, managing LinkedIn recruiting portal, screening resumes, and scheduling interviews
- Assist SVP of People & Corporate Operations in implementation of cyclical HR processes including benefits open enrollment, annual performance reviews, annual employee handbook review and updates, etc.
- Perform routine tasks required to administer and execute human resource programs including but not limited to benefits and leaves; performance and talent management; inclusion, recognition, and morale; and training and development
- Collaborate with our Office Associate to ensure smooth new hire onboarding and orientation process including preparation and presentation of new hire information
- Coordinate annual employee handbook review and update process
- Prepare reports and presentations for internal communications
- Contribute and implement ideas for team building and employee acknowledgement
- Handle employment-related inquiries from applicants, employees, and managers, referring complex and/or sensitive matters to the appropriate staff
- Assist with maintenance of current HR and personnel files
- Help to ensure compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance
- Perform other duties as assigned

### **Requirements**

- One to two years of professional human resources experience and a working knowledge of employment-related laws and regulations

- Professional certification such as SHRM-CP or APHR is a plus
- Ability to act with integrity, professionalism, and confidentiality
- Excellent conflict resolution skills
- Superior communication skills
- Strong skills in all Microsoft office applications (Word, Excel, PowerPoint, Teams) as well as other software tools such as Adobe Acrobat
- Quick learner on other administrative tools and applications

### **Other Key Competencies**

- Energetic and positive “get it done” attitude
- A passion for making things work smoothly
- Always dependable
- People-oriented and mission driven

### **Compensation**

Empower Energies offers an attractive Total Rewards package including:

- Competitive base salaries commensurate with experience
- Annual cash bonuses
- Generous paid leave
- Employee equity participation
- Comprehensive benefits package including medical, dental, vision, life, and disability insurance including coverage for domestic partners and eligible domestic partner children
- Company HSA contribution for participating employees
- 401(k) plan with company match and immediate vesting
- Continuing education and professional development assistance

### **About our Location**

This position is based out of Empower’s home office in the heart of downtown Bethesda, MD, with flexibility for a hybrid work from home schedule for two days out of the week. There will be occasional travel to visit teams working on jobsites. Located at Bethesda’s Metro center, the office is easily accessible by commuter train and includes onsite parking. The building offers amenities such as a fitness center, rooftop employee lounge with outdoor deck, periodic social events onsite, and other tenant benefits.

To apply, please submit cover letter and resume to: [jobs@empowerenergies.com](mailto:jobs@empowerenergies.com) or through our LinkedIn posting

*Empower Energies is an equal opportunity employer and does not discriminate on the basis of race, color, religion, citizenship status, ancestry, age, physical or mental disability, sex, sexual orientation, gender identity or expression, marital status, protected veteran status, or any other basis protected by law, ordinance, or regulation.*