

Permitting Project Coordinator - Join Us on the Journey to Transform Our Nation's Energy

Who We Are:

GreenKey Solar is a nimble, fast-growing renewable energy development firm. Our goal? To combat the climate crisis head-on by developing utility scale renewable energy projects in key growth markets. We are small but mighty, entrepreneurial, and fast-paced. We work collaboratively in a hybrid environment with offices in Portland and Bend, OR. We are a team of doers, taking ownership of our work and proactively solving problems to achieve ambitious goals.

Who You Are:

You are not waiting for someone else to act—you take responsibility and initiative to get things done. You have a passion for renewable energy, are driven to tackle complex challenges, and see them through until they are done and done well. You thrive in an environment where creativity, problem-solving, and curiosity is paramount. You believe in learning continuously, growing with every experience, and driving solutions, not just identifying problems. You understand Pennsylvania land use processes and the governmental structure as it relates to land use approvals.

Your Mission:

As a **Permitting Project Coordinator** with GreenKey Solar, you will be a key player in our mission. You'll work on our development team, managing the land use approval process while working closely with other professionals to bring projects from greenfield development through the development cycle to obtain full land-use permits. You'll manage communication with stakeholders that include landowners, community members, regulators and governmental agencies, commissions, consultants and subcontractors, as well as collaborating with an internal team of project managers, engineers and developers. You'll help bring opportunities to life, driving the permitting process with accountability, creativity, and ownership from start to finish.

What We Value:

- **Accountability & Ownership:** We own our work and see it through. We take responsibility, admit when we're wrong, and make it right.
- **Creativity & Problem-Solving:** We don't just point out problems; we solve them. We think outside the box and find the best solutions.
- **Curiosity & Growth-Oriented:** We never stop learning. We ask questions, challenge assumptions, and drive for personal and team growth.
- **Initiative/Self-Starter:** We act instead of waiting for others to act. We find solutions independently, identify opportunities, and keep pushing forward.
- **Integrity/Transparency:** We do the right thing, even when it's hard. We are dependable, honest, and committed to our principles.

Your Role:

- **Ownership of Land Use Permitting:** Collaborate with the development team and external consultants to bring opportunities to life from initial land use permitting evaluation through the land use approval process, taking full ownership of this critical stage in the development cycle.
- **Willingness to Travel:** This position requires the candidate to reside in or proximate to central or western Pennsylvania and be prepared to travel throughout the state for public hearings, site visits, and meetings with local officials and stakeholders.
- **Permitting Expertise:** Independently manage projects through the local permitting processes, working with attorneys, engineers, and other consultants to ensure success. Draft permitting application narratives, coordinate and obtain required supporting documents, and engage consultants to provide expertise. Review and track land use codes to determine applicability to solar projects.
- **Stakeholder Engagement:** Build strong relationships with government bodies, community groups, and other stakeholders, ensuring that projects receive the necessary support to receive approval.
- **Problem-Solving:** Tackle various development tasks, coordinate sub-consultants, track regulations, and assist with permitting applications—all with an eye for detail and creative solutions.
- **Ability to Work Independently:** This position is primarily a remote position with quarterly travel to main office in Oregon.

Qualifications:

We understand that no candidate will fit every requirement perfectly. If you believe you have the skills, drive, and growth mindset to thrive in this role, we encourage you to apply! Cover letters are strongly encouraged.

- **Education/Certifications:** Degree in public administration, business, finance, real estate, law, engineering, urban and regional planning or related field, or equivalent work experience. AICP certification preferred.
- **Permitting Experience:** 3+ years of experience obtaining permits in Pennsylvania, including special exception, conditional use, land development, and NPDES permits. Experience permitting large-scale renewable energy projects preferred but not required.
- **Flexibility:** Proven ability to adapt and thrive in a fast-paced, collaborative and entrepreneurial environment.
- **Skills:** Excellent verbal and written communication, public speaking, problem-solving, and creative thinking skills.
- **Mindset:** Demonstrated initiative and a self-starter attitude—someone who sees what needs to be done and takes action.
- **Approach:** Ability to manage multiple projects simultaneously, with a focus on results.
- **Values:** High ethical standards, transparency, and a commitment to doing the right thing.

Why Join Us?

- **Competitive Compensation:** Commensurate with experience, plus bonus potential.
- **Comprehensive Benefits:** Company-paid medical, retirement match, flexible work schedule, and paid time off.
- **Growth Opportunity:** Join a growing company at the forefront of the renewable energy revolution.
- **Purpose-Driven Work:** Be part of something bigger—making a tangible difference in the fight against climate change.