

DIVIDEND

Name of Company: Dividend Finance

Internship Title: Solar Partner Operations Intern

Department: Partner Operations

About the Role

Dividend Finance is looking for an impressive interdisciplinary-minded candidate to work as an intern with the Partner Operations team. This team, housed in Austin, manages and develops our growing network of Solar Installation Partners. The Partner Operations intern will work directly with the department manager and team members performing tasks that encourage the progress of projects in our solar pipeline. These activities offer our intern exposure to solar loan underwriting processes, solar equipment and system basics, and project installation timelines. The ideal candidate will be passionate about solar/renewable energy, be detail-oriented and take initiative to contribute to the success of any team they are part of. The work will be entirely remote, so the intern would need a reliable internet connection and be available to join webcam meetings with their company-owned laptop.

Job Duties and Responsibilities

- Checking solar monitoring sites like SolarEdge and Enphase to confirm system production
- Re-issuing needed documentation to speed installers' solar project funding approvals
- Performing pipeline management tasks, driving with the team to meet weekly/monthly milestone approval goals
- Updating project notes to aid team in quick resolution of borrower delays
- Building out work orders for 3rd Party Repair requests on delayed projects
- Collaborating with Partner Operations team members to produce results on special objectives

Qualifications

- Works with thoroughness and high attention to detail
- Exceptional written and verbal communication skills
- High-level proficiency in Outlook, Word, Excel and other standard software products
- Ability to prioritize projects and self-manage
- A high level of enthusiasm, collegial attitude and a willingness to perform a wide range of tasks
- Ability to work independently as well as collaboratively
- Desire to work in an entrepreneurial but highly professional culture

Location: Remote

Hours: 12-25 per week, flexible schedule

Salary: \$15/hour

Dividend Finance, LLC. is an Equal Opportunity/Affirmative Action employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state or local law.