

ECO DioChicago

Position Title

Illinois Solar For All (ILSFA) Grassroots Educator Sub-Subcontractor for Eco DioChicago's Caring Light campaign

Part-time independent contractor/consultant to eligible parties

Role Overview

The Illinois Solar For All Education Subcontractor (“contractor”) will plan and deliver educational events and outreach activities that increase awareness and understanding of the Illinois Solar For All (ILSFA) program among communities that are in designated income-eligible or environmental justice areas, leveraging Episcopal connections and parish facilities. The contractor will do this as part of the Eco DioChicago team, and their contract will be with the fiscal sponsor Episcopal Charities. The contractor will focus their grassroots education through in-person and occasional virtual events located in one or two Episcopal deaneries in the Episcopal Diocese of Chicago (which encompasses all of Northern IL). They will be required to provide accurate, neutral, and accessible education regarding program benefits, eligibility requirements, consumer protections, and participation pathways, in alignment with Illinois Power Agency (IPA) guidelines.

Who Are We?

Eco DioChicago is the Episcopal Diocese of Chicago's official committee to promote the care for creation. Founded in 2024, Eco DioChicago operates under a fiscal sponsorship arrangement with Episcopal Charities, the Diocese's social outreach non-profit which has a core priority to develop creation care ministries. Our mission is to help our parishes reach net-zero greenhouse gas emissions by the broader Episcopal Church's goal of 2030. We are tasked with filling the education and knowledge gap related to creation care and specifically are carrying out the work of grassroots education for the Illinois Solar for All program in 2026. Our focus for this grassroots education grant is on environmental justice and low income communities that fall outside of the city limits of Chicago.

Why Work With Us?

This role is meant to provide an opportunity for someone to grow in the spaces of community organizing, caring for creation, the energy transition, equity to underserved communities, and understanding Illinois's role in meeting ambitious climate change targets. We hope this experience will also help contractor(s) develop usable relationships and be both a source and recipient of joy.

Scope of Work

Educational Services

- Conduct in-person and/or virtual educational events focused on the Illinois Solar For All program, including the non-profit and public buildings and residential subprograms
- Provide clear explanations of:
 - Why someone should consider ILSFA:
 - Avoiding rising utility costs
 - Equity investments into environmental justice and low-income communities
 - State-funded program with staying power regardless of federal government perspective on climate funding
 - ILSFA program components
 - Income eligibility requirements
 - Enrollment process and participant expectations
 - Consumer protections and anti-fraud safeguards
- Ensure all information presented is current, accurate, and consistent with IPA and program administrator guidance

Event Delivery & Outreach

- Coordinate and deliver workshops, presentations at community meetings, tabling events, or small group sessions, with most sessions likely occurring inside an Episcopal parish facility and likely with another Eco DioChicago grassroots educator or leadership team volunteer.
- Adapt educational content to meet the needs of diverse audiences, including renters, homeowners, seniors, and non-English-speaking participants
- Use approved or program-compliant educational materials
- Occasional time in virtual Eco DioChicago leadership calls

Equity, Neutrality & Consumer Protection

- Deliver education in a culturally responsive and accessible manner
- Maintain strict neutrality and **do not promote or steer participants toward specific approved vendors or installers**
- Emphasize participant rights and protections under the Illinois Solar For All program
- Avoid collection of sensitive personal or financial information

Reporting & Documentation

- Track and report outreach activities, including:
 - Event dates and locations
 - Participant name and contact details
 - Number of participants

- Demographic or geographic data as required (without personally identifiable information unless authorized)
- Submit documentation in accordance with contract requirements and reporting timelines (by the 5th of the following month)
- Participate in coordination meetings or trainings as required

Qualifications

Required Qualifications

- Demonstrated experience in community education, outreach, or public engagement
- Ability to explain technical or programmatic information in plain language
- Familiarity with serving income-eligible or historically underserved communities
- Strong presentation and interpersonal skills, including ability to build trust with skeptical communities.
- Ability to comply with program rules, reporting requirements, and timelines
- Ability to pass Safe Church background checks (including DMV check) and trainings as required
- Ability to work as a 1099 contractor and be paid on a monthly reimbursement basis
- While no religious belief or membership is required for this contract role, the ability to work in religious spaces, with religious people, and leverage the values of faith-based nonprofits to advance the goals of the campaign is required
- Ability to drive rental vehicles (will be reimbursed) for events outside of public transit access.

Preferred Qualifications *(please apply even if you do not have all of these)*

- Experience with event management
- Experience with volunteer coordination
- Experience with Illinois Solar For All or similar energy assistance programs
- Knowledge of renewable energy, community solar, or energy equity initiatives
- Multilingual capacity relevant to service area populations (spanish)
- Existing relationships with community-based organizations or local partners

Compliance Requirements

- Adherence to all Illinois Solar For All and Illinois Power Agency guidelines
- Participation in required trainings or briefings
- Agreement to neutrality, data protection, and consumer protection standards
- Execution of a sub-subcontractor agreement outlining scope, deliverables, and compensation
- Carry required personal insurance for professional liability (will be refunded) and potentially for motor vehicle and worker's compensation.

Term & Compensation

- This contract position is funded via the ILSFA Grassroots Educator program with the current contract expiring at the end of 2026. **The ideal timeline will range from May - October 2026**, with a possibility for extension pending additional funding from ILSFA.
- Note that this is contract-based work and does not constitute employment with the Episcopal Diocese of Chicago or Episcopal Charities.
- **Compensation is hourly at \$40/hour with estimated hours ranging between 12-21 hours per month.** Maximum hours are available depending on if an event is completed in that month with the possibility for additional hours, if more than one major event is completed in a given month.
- **This is an at-will independent contractor relationship where continuous satisfactory performance is required.**

How To Apply

Please send your applications to Uziel's Hernandez: info@episcopalcharities.org

Completed Applications will include:

- Resume
- Brief cover letter explaining your interest in the subject matter or experience in grassroots education.
- (optional) sample of powerpoint slides, flyers, advocacy documents used in a prior campaign.

Please email your applications by March 31st, 2026.