

Illinois Power Agency Fellowship Program – Clean Energy Administration

The Illinois Power Agency (“IPA”) Clean Energy Administration Fellowship Program is a one-year paid opportunity that provides recent college graduates with an unparalleled opportunity to contribute their skills and support to IPA’s [Illinois Shines program](#). Illinois Shines is a state-wide solar incentive program that makes going solar more affordable for people across Illinois by providing valuable incentives.

At the IPA, we believe in developing a talent pipeline of the next generation of leaders – individuals who are innovative, mission-driven, and passionate about working to build an equitable clean energy future for all.

Through this program, Fellows will receive targeted training and practical experience to support a variety of administrative and program management-related functions. Fellows will work closely with specialized teams to support project management, stakeholder communication, and overall program implementation and administration, gaining a foundational understanding of the energy sector. Responsibilities may include scheduling and meeting coordination, data entry, document preparation, tracking and update of key metrics, and correspondence support. As part of our growing team, fellows will support essential administrative tasks while contributing to the larger goal of expanding Illinois’ clean energy future.

Qualifications

- Bachelor’s degree or equivalent from an accredited U.S. college or university with a focus in public policy, political science, environmental studies, environmental engineering, energy engineering, project management, or a related field (interest or coursework in renewable energy, environmental policy, or project management is preferred)
- Recent college graduate or early career professional (0-3 years professional experience) interested in supporting clean energy programs through a program administration role
- Attention to detail and strong organizational skills
- Strong written and oral communication skills
- Excellent critical thinking and problem-solving skills
- Ability to work independently and carry out assignments, make independent judgments and/or decisions, and discern when action at a higher level is required
- Ability to effectively manage multiple projects and maintain an organized and well-communicated workflow
- Comfortable effectively managing shifting priorities and deadlines

Application Materials

- A letter of intent that helps the Agency understand your interest in becoming an IPA Fellow. This can include how your relevant experiences and skills listed in your resume have prepared you for this opportunity, and how the IPA Fellowship will further your professional goals
- Resume
- Writing sample relevant to the fellowship; and
- Three professional references

Application Instructions

To apply, please submit all requested application materials with your online application to <https://illinois.jobs2web.com/job-invite/42509/>.

Position will be open until filled. Start date is between June and September 2025 for a 1-year fellowship term.

Salary: \$62,500

Benefits

The IPA fellowship is a one-year program with full state benefits.

Work location: This position has a hybrid work schedule that may require some in-office days at the Agency's headquarters located in downtown Chicago.

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.