



JOB POSTING

<u>Job Title:</u>	Senior Associate, Programs
<u>Primary Work Location:</u>	Emeryville, CA with travel to Northern and Southern California
<u>Supervisor:</u>	Director of West Coast Operations
<u>FLSA Classification:</u>	Exempt
<u>Projected Salary Range:</u>	Competitive; commensurate with experience

Overview: Association for Energy Affordability (AEA) is a rapidly growing nonprofit energy services and training organization dedicated to achieving energy efficiency and reducing carbon emissions in buildings in order to foster and maintain affordable and healthy housing and communities. Energy consulting services are completed through AEA's participation in a variety of federal, state, and local energy efficiency initiatives. AEA is a national organization, with over 25 years of industry experience and has been operating a West Coast office for over seven years.

For more information about AEA, please go to: <http://www.aea.us.org>.

Position Summary: AEA West is seeking a Senior Associate, Programs to join our tight-knit, talented team of "Energy Geeks". The candidate must be passionate about energy efficiency, decarbonization and green building, be highly organized, and have strong communication skills.

The Senior Associate, Programs will oversee the day-to-day activities of program(s) directed at providing training and decarbonization services to multifamily buildings with support from senior staff. The Senior Associate will be expected to perform contract management responsibilities associated with these program(s), interfacing with both the client, Program partners, and multifamily owners.

This position will have a large role in the advancement of a training platform to support building decarbonization. The position will support and manage ongoing pilot programs and project coordination to advance decarbonization. She/he/they will work closely with other AEA implemented programs to coordinate participation and project pipelines.

The Senior Associate, Programs manages program operations, development of program implementation materials, data analysis, report production, client communications, subcontracts, and database management, and contributes to program design, to complete and deliver high impact energy efficiency programs. This position may require presentations to client, Program partners or multifamily stakeholders.

The Senior Associate, Programs may be overseeing and/or coordinating work to support program deliverables among AEA staff, and coordinate with technical staff, who conduct energy audits of multifamily buildings and provide engineering analysis at the project level.



The Senior Associate, Programs should have a basic understanding of multifamily retrofits, energy auditing, and energy efficiency and be able to provide programmatic support for these responsibilities when needed. They are expected to be a self-starter, an independent problem solver, and a strong team-player.

Responsibilities:

The Senior Associate may be responsible for:

- Coordinating with other AEA implemented programs
- Managing program participation and training implementation for program
- Managing and preparing AEA deliverables including coordination with program and industry partners
- Assist with pilot programs, including coordinating with AEA project leads and providing project management
- Coordination with program team and external partners
- Assisting staff with energy audits and in-field energy assessments, on-site diagnostics, field data collection and analysis, as needed
- Managing and analyzing program data such as program pipeline, measure savings, project savings, regional project distribution, etc.
- Management of operations and work plan for program
- Outreach to program participants
- Database management

*These job responsibilities may be revised over time to ensure the functional responsiveness of the program to AEA and Federal and California State program requirements.

Minimum Qualifications:

- Bachelor's Degree with a demonstrated interest in energy conservation, carbon reduction, environmental policy, or building science preferred.
- 2 years of prior experience in related role
- Basic knowledge of building systems
- Basic knowledge and experience in energy efficiency and green building principles
- Strong oral and written communication skills
- Excellent communication, organization, presentation and analytical skills
- Ability to bring together various resources to work together collaboratively
- Advanced-level knowledge of MS Word, Excel and PowerPoint
- Preferred work location is in Emeryville, CA, however, all locations in California are encouraged to apply; must have the ability to travel throughout the state, when needed.

Additional Qualifications Desired:

- Knowledge and understanding of Title 24 and other building codes and standards
- Knowledge and understanding of heat pump equipment and building decarbonization strategies
- Experience with community engagement
- Familiarity with local, state and federal incentive and rebate programs
- Ability to perform cost savings analyses and fuel data analyses
- Sound technical writing skills and experience
- Proficiency in Salesforce

TO APPLY: Interested applicants must submit a **cover letter** and **resume** to be considered for this position. In your cover letter, please share examples of AEA's past or current work that is most exciting to you and why.

Submit to: Attn: Amy Beresford, by email: aberesford@aea.us.org or fax: 718-292-1280

*EEO Non-Discrimination and ADA Reasonable Accommodation Statement: Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, alienage or citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. AEA does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

For more information on the physical requirements of this position and/or if you need reasonable accommodation for any part of the application and hiring process, please notify the agency at 212-279-3902 Ext-8028

~ Minorities and women are encouraged to apply ~