



## JOB POSTING

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<u>Job Title:</u>	<b>Senior Associate, Programs</b>
<u>Primary Work Location:</u>	Tri-county Central Coast area of San Luis Obispo, Santa Barbara and Ventura Counties, CA, or immediate surrounding areas
<u>Supervisor:</u>	Director of West Coast Operations
<u>FLSA Classification:</u>	Exempt
<u>Projected Salary Range:</u>	Competitive; commensurate with experience

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**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 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) management and process flow of program(s) directed at providing energy efficiency services to multifamily buildings with support from Senior staff.

The Senior Associate, Programs will be expected to perform contract management responsibilities associated with a program(s) serving Ventura, Santa Barbara and San Luis Obispo Counties, and interfacing with both the client and any subcontractors leading outreach activities. The position will also manage and/or coordinate pilots within a program to advance decarbonization.

She/he/they will work closely with project 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 design and management of multifamily retrofits, energy auditing, and energy efficiency and be able to provide programmatic support for these responsibilities when needed. This position may require presentations to client, Program partners or multifamily stakeholders. 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. They are expected to be a self-starter, an independent problem solver, and a strong team-player.

### **Responsibilities:**

The Senior Associate Programs may be responsible for:

- Managing energy efficiency program implementation
- Coordinating with other AEA implemented Programs
- Client communication
- Management of operations, budget and work plan for Programs
- Outreach and intake to program participants
- Assisting in the design of energy efficiency programs
- 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.

\*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/science, 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
- Primary work location is in Tri-county Central Coast area of San Luis Obispo, Santa Barbara and Ventura Counties, CA, or immediate surrounding areas; must have the ability to travel to Northern and Southern California on occasion

### **Additional Qualifications Desired:**

- Knowledge and understanding of Title 24 and other building codes and standards preferred.
- 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](mailto: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 ~