



JOB POSTING

<u>Job Title:</u>	Associate Program Manager
<u>Primary Work Location:</u>	Emeryville, 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 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 New York based organization, with over 20 years of industry experience and has been operating a West Coast office for over four years. For more information about AEA, see <http://www.aea.us.org>.

Position Summary: AEA West is seeking an Energy Efficiency Associate Program Manager to join our tight-knit, talented team of "Energy Geeks". The candidate must be passionate about energy efficiency and green building, highly organized, and have strength in data analytics.

The Associate Program Manager will assist one or more of AEA's Program Managers in overseeing the day-today management and process flow of programs directed at providing energy efficiency services for multifamily buildings. The Associate Program Manager will work collaboratively with AEA's other Program Managers and will assist in overseeing the work of the Energy Analysts, who conduct energy audits of multifamily buildings, provide engineering analysis at the project level, design and manage retrofit projects, perform green building assessments, and conduct technology and market assessments. The Associate Program Manager engages in program design, project scheduling, data analysis, report production, and database management as needed to complete to deliver high impact energy efficiency programs. He or she is expected to be a self-starter, an independent problem solver, and a strong team-player.

Responsibilities: The Associate Program Manager may be expected to assist with:

- Energy efficiency program implementation
- Design of energy efficiency programs
- Overseeing technical staff conducting energy audits and in-field energy assessments, on-site diagnostics, field data collection and analysis
- Managing and analyzing program data such as program pipeline, measure savings, project savings, regional project distribution, etc.
- Contract management, create budgets, targets and work plans
- Outreach and intake to program participants
- Database management

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

Minimum Qualifications:

- 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

Additional Qualifications Desired:

- Knowledge and understanding of Title 24 and other building codes and standards
- 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

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 or mpatterson@aea.us.org.

TO APPLY: Please submit resume with cover letter, Attn: Mary Patterson, by email: mpatterson@aea.us.org or fax: 718-292-1280

~ Minorities and women are encouraged to apply ~