



CONSULTANT POSITION POSTING

<u>Role:</u>	Consulting or Adjunct Curriculum Development and Training Professionals
<u>Primary Work Location:</u>	Flexible
<u>Primary Training Location:</u>	New York City (Bronx, NY office)
<u>Compensation:</u>	Competitive, commensurate with experience

Overview: Association for Energy Affordability (AEA) is a non-profit energy services and training organization dedicated to achieving energy efficiency in buildings in order to foster and maintain affordable and healthy housing and communities. AEA participates in a variety of federal, state, and local energy efficiency initiatives to improve existing buildings and support high performance new construction projects. AEA is a national organization and leader in multifamily energy efficiency, with over 25 years of industry experience. For more information about AEA, see <http://www.aea.us.org>.

AEA offers courses leading to a variety of industry recognized certificates, certifications and Continuing Education Credits (CEUs) from AEA, the Building Performance Institute (BPI), Passive House Institute and other credentialing organizations including IREC-accredited courses for advanced Home Energy Professional certifications. Our students are energy and design professionals, energy efficiency project managers and quality control inspectors, contractors and installers, weatherization and home performance workers, asset managers, building managers and superintendents, real estate agents, green job seekers, and others interested in making residential and multifamily properties more energy efficient, healthful and comfortable to live in and less costly to operate.

Position Summary: AEA is seeking applications from one or more subject matter experts qualified to train and develop or update curriculum materials for its certification, certificate, and continuing education courses for adult learners on a variety of technical topics related to energy efficiency in buildings. If you have expert knowledge of specialized topics in building science and skills performing energy efficiency retrofits, and you have strong training delivery skills or are experienced at creating curriculum content and presentation materials for adult learners, and you want to work with an experienced organization in a multi-faceted, hands-on environment, join our team and help us develop the energy efficiency workforce of tomorrow.

Contracts will be negotiated with selected individuals for Training Delivery and/or Curriculum Development.

Courses will be delivered primarily at AEA's New York City Energy Management Training Center, using a variety of in-person and online technologies as appropriate to the subject matter, which may include in-person classroom and hands-on settings, webinars, self-study courses, and via our interactive distance learning platform. Courses are built upon modular course components for both certification courses and continuing education credits.

Subject matter areas may include (but are not limited to) the following:

- Energy Auditing (residential, multifamily, or commercial buildings)
- Building automation and controls
- Understanding and upgrading Domestic Hot Water systems
- Assessing and upgrading Lighting and Controls
- Building Envelope assessment
- High performance building envelope construction methods
- Insulation and Air sealing
- Commissioning and Retro-commissioning
- Boilers and Burners in Multifamily Buildings
- HVAC - Heating, Ventilation and Air Conditioning

- Heat Recovery and Energy Recovery Ventilation systems
- Air source or ground source Heat Pump installation
- HVAC quality installations
- Selling Energy Efficiency & Strategic Electrification Upgrades to End-use customers
- Renewable Energy technologies and installation - Solar PV, land-based wind
- Advanced Building Materials

Minimum Qualifications will vary according to the subject matter. It is desired that applicants have:

- Bachelor's degree or professional license in a relevant discipline. In some cases, extensive and documented, relevant technical experience may substitute for a portion of the education requirement.
- Demonstrated subject matter expertise in areas proposed by the individual or entity.
- Knowledge and understanding of New York building codes and energy-related ASHRAE standards applicable to areas of expertise
- Strong written and verbal communication skills, technically accurate with a minimum of jargon
- 5+ years' work experience in residential, multifamily or commercial energy efficiency.
- Current BPI, AEE or Passive House (PHI or PHIUS) certification(s) in a discipline related to energy auditing, building commissioning, or closely allied field (e.g., CEM, MFBA, EBCP, CBCP, CPHC/D, CPHT)
- Commitment to lifelong learning
- Proven track record producing training curriculum or delivering effective technical training to adult learners at various skill levels
- Demonstrated instructional, coaching, and interpersonal skills
- Ability to present in front of a group of people
- Proficiency in the use of Microsoft Office including Excel, Word, PowerPoint, Outlook.
- Availability for ongoing (weekly or more frequent) meetings at AEA headquarters required, and limited other travel, primarily in the New York City area.

Additional Qualifications Desired:

- Familiarity with local, state and federal incentive and rebate programs
- Ability to perform cost savings analyses and fuel data analyses.

Interested individuals should submit their resume or a capabilities statement together with documentation of current licenses or certifications, and a cover letter that provides a list of the topics in which they have specialized expertise, and states their interest in providing training delivery, curriculum development services, or both. Materials should be sent to TrainingPros@aea.us.org.

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 work and/or if you need reasonable accommodation for any part of the application and selection process, please notify the agency at 212-279-3902 Ext-8265 or aberesford@aea.us.org.

Attention: MBE, WBE and SDVOB Firms: Minority or Woman-Owned Business Enterprises (M/WBEs) and Service-Disabled Veteran Owned Businesses (SDVOBs) are encouraged to apply for consideration as consultants, and to let us know about your business's certifications.