



# ASSOCIATION FOR ENERGY AFFORDABILITY INC.

## JOB POSTING

<u>Job Title:</u>	<b>Coordinator, Data Analysis</b>
<u>Primary Work Location:</u>	Los Angeles, California (with potential for remote)
<u>Supervisor:</u>	Manager, Data Analysis
<u>FLSA Classification:</u>	Exempt
<u>Projected Salary Range:</u>	Competitive; commensurate with experience

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**Overview:** The Association for Energy Affordability (AEA) is a rapidly growing non-profit energy services and training organization dedicated to building decarbonization, energy efficiency, and electrification 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 building energy initiatives. AEA is a national organization with over 25 years of industry experience and has been operating a West Coast office since 2010. For more information about AEA, see [www.aea.us.org](http://www.aea.us.org).

**Position Summary:** AEA West Coast is seeking a Coordinator for our growing data analysis team. The Data Analysis Coordinator will assist both Program and Data Analysis staff by working with building owners and utilities to collect energy use data and ensure that data is accurate and readily available. In addition to independently performing energy benchmarking and data vetting tasks, this individual will work closely with senior staff on more complex energy analysis and reporting tasks. The position includes opportunities for hands-on building science and energy auditing training as well, to better support future career growth in utility analysis and measurement and verification. If you are detail-oriented, passionate about energy conservation, and excited to learn more about both data analysis and building science, this opportunity may be a great fit.

### **Responsibilities:**

The Data Analysis Coordinator may be responsible for:

- Independently performing energy benchmarking for a large volume of multifamily properties
- Working directly with utilities and building owners to request and review energy use data
- Reviewing energy use data to confirm accuracy and troubleshooting errors
- Collaborating with senior staff to analyze utility data and communicate key take-aways at the project and program level
- Preparing baseline energy use reports to help determine project scope
- Collaborating with technical analysts and research staff across teams at AEA to ensure access to complete, accurate utility data
- Contributing to broader data analysis efforts including utility rate analyses, electrification, and M&V
- Conducting training internally and publicly related to benchmarking, utility analysis, and M&V
- Maintaining familiarity with state and local benchmarking ordinances
- Assisting with project scoping, construction site visits, and close-out reports

This position could be remote for well-qualified candidates, with travel to Northern and Southern California on an as-needed basis.

AEA staff have diverse educational backgrounds from architecture to linguistics, music to mechanical engineering. What unifies our team is a common passion to make the built environment more sustainable, especially in underserved and low-income communities.

**Minimum Qualifications:**

- Bachelor's Degree or commensurate experience in related fields with a demonstrated interest in energy conservation and building science
- Preferably at least one (1) year of experience with energy benchmarking, including familiarity with ENERGY STAR Portfolio Manager
- Excellent communication and technical writing skills
- Proficiency in Microsoft software, including Excel, Word, Outlook, and PowerPoint.

**Additional Desirable Qualifications:**

- Familiarity with AB 802 and exposure to aggregated utility data
- Familiarity with common utility rate and metering structures and ability to perform cost savings analyses
- Experience using Python or other programming languages to perform data analyses
- Proficiency with Tableau or other data visualization tools
- Knowledge of building systems including lighting technologies, building envelope, and mechanical systems
- Familiarity with local, state and federal incentive and rebate programs

**TO APPLY:** Interested applicants must submit a **cover letter** and **resume** to Amy Beresford, Director of Human Resources, at [aberesford@aea.us.org](mailto:aberesford@aea.us.org) 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. Please note that candidates with Gmail should check their spam folder for @aea.us.org correspondence.

**EEO Non-Discrimination and ADA Reasonable Accommodation Statement:**

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 718-279-6733 Ext-8265.

*~ Minorities and women are encouraged to apply ~*