Community Program Associate

The Center for Energy and Environment’s Community Program Associate will support a variety of projects in CEE’s planning and engagement department, with a core focus on building energy benchmarking programs. Additional areas of work include supporting community energy planning, outreach and community engagement, and community-focused research. The Associate will bolster CEE’s efforts with local governments, utilities, national policy organizations, and local community stakeholders to improve energy efficiency and reduce greenhouse gas emissions in local communities.

CEE’s planning and engagement activities bring CEE’s technical expertise in buildings, policy, and energy technologies to stakeholders beyond those served directly by CEE’s energy programs and services. Our target user groups have high potential impact and/or a strong connection to public purpose of CEE’s mission, including cities and communities, state and local policymakers, professional energy practitioners, or underserved populations. We carry out this work through a number of core competencies, including facilitation, stakeholder engagement, energy planning and training, research, and data management.

This is a full time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long term disability insurance, and a retirement plan.

Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul’s Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota’s quality of life and economy. Our workplace invites open door communications, respect for diverse background and points of view, and an emphasis on work-life balance.

Responsibilities:

The role requires organizational, problem solving, flexibility, and communications skills, and the ability to both work independently and collaborate with a team. As the position will support projects across multiple communities, the Associate must be able to take direction from multiple project leaders and manage numerous work streams. Though the Associate will take direction from many project leaders, this position ultimately reports to the Assistant Community Policy and Program Manager.

This role includes the following responsibilities:

- Support implementation of commercial and multifamily energy benchmarking programs
- Develop external project communications, such as stakeholder updates, newsletters, and web copy
- Perform basic quantitative analysis of energy and water building performance data from benchmarking programs
- Assist buildings with basic energy and water benchmarking and efficiency questions, and refer to appropriate technical experts and resources when needed
- Interview commercial building owners and managers on energy efficiency experience and write case studies
• Develop training materials under direction of project managers
• Support community engagement activities such as attending community meetings and responding to requests for materials and information
• Take meeting minutes, draft summary reports, and aid in facilitation for community meetings
• Conduct research to support the planning and engagement department as needed, on topics such as local government energy policy, energy efficiency jobs, community sustainability efforts, or commercial and multifamily buildings
• Coordinate with City staff and City partners on developing and promoting resources and programs
• Conduct administrative tasks such as scheduling and logistics planning for workshops
• Understand and meet all program marketing and brand standards
• Other duties as assigned

Qualifications
• Requires a baccalaureate degree in communications, economics, business, architecture, engineering, building science, urban planning, urban design, environmental studies, real estate, political science, or related field, OR a combination of education/training and/or experience equivalent to the above requirements
• Past experience working with local governments preferred
• Excellent writing, oral, and interpersonal communication skills
• Excellent organizational, time management, and flexibility skills
• Strong problem-solving skills including ability to work independently
• Strong quantitative, analytical, and research skills required, including ability to perform quantitative analysis with limited guidance. Previous experience working with energy data is preferred, or demonstrated ability to learn the necessary concepts
• Ability to facilitate small group meetings, with public speaking experience a plus
• Familiarity with Microsoft Office products required; familiarity with ENERGY STAR Portfolio Manager, contact management systems, and basic website development tools preferred

Physical Requirements
• Ability to demonstrate the manual dexterity to operate a personal computer effectively.
• Ability to view and operate a personal computer, either desktop or laptop, for extended periods of time creating, composing and reviewing documents and spreadsheets.
• Ability to operate general office equipment, e.g., PC, printer, fax, telephone, etc.
• Ability to sit for extended periods of time.

Working Conditions
• Primary working hours are within CEE’s business hours of 8:00 a.m. to 4:30 p.m. Ability to work beyond typical working hours as needed or required to meet deadlines or attend community meetings. Some evening meetings may be required.
• Ability to work in fast paced environment with high pressure to meet deadlines.
• Ability to perform work indoors in an office environment, whether in cubicle, open office, or private office.

Compensation
$17-20/hour, dependent upon qualifications and experience.

To Apply
Email or fax cover letter and resume to Human Resources:
Community Program Associate
Center for Energy and Environment
Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.

Equal Opportunity Employer