

# MEEA Position Announcement

## *Building Associate*

### Organization Overview

**Mission:** The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

**Vision:** MEEA seeks an achievable pathway for all people and communities in the Midwest to receive the economic, environmental and societal benefits of energy efficiency and the larger clean energy economy.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. We see energy efficiency as the least cost foundation of the clean energy economy, creating immediate energy savings, providing career pathways, reducing emissions, improving new and existing buildings and boosting Midwest business and industries. MEEA develops connections and engagement opportunities for a diverse group of organizations to collaboratively create practical solutions. MEEA serves as a technical resource and promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

### Position Summary

MEEA seeks a team-oriented individual with an interest in the energy efficiency of new and existing buildings. The Building Policy Associate will work with MEEA staff on building-related energy efficiency programs and policies as well as develop and maintain relationships that will advance the work of the organization.

### Responsibilities

The Building Policy Associate's focus will be on collaborating with the Buildings Team in advancing MEEA's building policy activities at the local, state and regional levels. The key responsibilities of the Building Policy Associate will be to:

- Assist with implementation of policies and compliance programs to improve the energy efficiency of buildings,
- Participate in all aspects of the MEEA's selected initiatives and generally support the work of the Buildings Team, such as attending planning sessions and assisting with set-up and administration of educational events.
- Assist with administration of workforce development programs, minimum of 10% travel to program locations.
- Coordinate with other MEEA staff who work on building-related energy efficiency programs,
- Maintain relationships with public and private sector organizations and companies in the energy sector, including MEEA members, government officials, energy efficiency related businesses, energy organizations and environmental advocates, and represent MEEA at local, regional and national industry meetings & conferences.
- Research and analysis related to energy savings, costs and relevant technologies related to building energy efficiency

- Development of fact sheets, policy memos, testimony, white papers and other advocacy materials
- Assist in management of MEEA's policy advocacy through coalition-building with stakeholders, development of written research and recommended best practices as well as production of supporting materials to advance MEEA policy goals
- Coordinate educational and outreach activities to increase awareness and understanding of building policy and the role of energy efficiency
- Coordinate and/or participate in:
  - sessions for the regional codes conference
  - regional and state conference calls
  - codes advisory groups
  - educational or instructional materials development
- Draft written reports and respond to inquiries from relevant members, funders and allies
- Coordinate with MEEA's staff on building-related programs including:
  - Providing administrative support to the Buildings Team
  - Developing content, editing and maintaining the MEEA website
  - Writing articles, blog posts and use social media posts to promote mission.

### Qualifications

The successful candidate will be expected to have the following qualifications:

- B.A. or B.S. required in one of the following fields: architecture, building science, construction management, engineering, environmental science, planning or public policy or related field
- Minimum 2 years of experience in a professional environment
- Understanding of basic building science principles
- Strong organizational, communication, oral and written presentation skills
- Ability to manage multiple projects and responsibilities
- Flexibility and adaptability to new program needs and shifting priorities
- Proficiency in Microsoft Office Suite
- Ability to work as a member of a team in a hybrid work environment
- Ability to travel 10-20% of the time
- Passion and experience with energy efficiency
- Experience with building design, construction, or code compliance a plus
- Experience with REScheck, COMcheck and REM/Design a plus

### Compensation

The Building Associate position has a starting salary of \$50,000, compensation for the selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package.

### Location

Civic Opera Building  
20 N Wacker Dr.  
Chicago, IL 60606

MEEA staff currently work in a hybrid environment with a requirement to work from the office 3 days per week.

## To Apply

Submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject: "Building Associate" by **Friday, February 24, 2023**.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin, and disability.