

# MEEA Position Announcement

## *Building Codes & Policy Associate/Senior 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 highlight emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

### Position Summary

MEEA seeks a passionate, team-oriented individual to fill an open position for an Associate or Senior Associate (based on level of experience) to support the advancement of policies that improve the energy efficiency of buildings. The role requires some project management and strong communication skills, a grasp of technical energy-related-issues, and an interest in expanding impact in the clean energy sector. The Associate or Senior Associate will work under the supervision of the Building Codes and Policy Manager and their responsibilities will include:

- Attend stakeholder working groups and provide technical testimony
- Coordinate and communicate developments of building policies in MEEA's multistate Midwestern region
- Develop technical resources and help disseminate this information to various audiences
- Support MEEA-sponsored training, education and outreach initiatives
- Conduct research on emerging trends, topics or technologies that advance energy efficiency opportunities in the Midwest
- Coordinate with other departments at MEEA, including Market Solutions & Education, Membership & External Relations and Policy
- Develop fact sheets, presentations, research reports, white papers, blog posts, articles and other materials, as needed
- Travel to meet new and existing program partners and attend events to promote MEEA programs and initiatives
- Assist the Building Codes and Policy Team with various initiatives, special projects, research, grant proposals, etc.

- Develop some subject-matter expertise for new building policy development, advancement, and implementation

## Qualifications

The successful candidate will have the following qualifications:

- B.A. / B.S. in environmental science, architecture, engineering, energy management or a related field
- One to three years (or three or more years for Senior Associate) related work experience in a professional environment, work related to building science or energy efficiency/clean energy programs preferred
- Building science/HVAC training or certification (e.g. BPI, RESNET, NCI) a plus but not required
- Energy code knowledge, energy modeling expertise, and/or previous policy and stakeholder engagement experience a bonus but not required
- History of some project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
- Strong oral and written presentation skills
- Ability to work as a member of a team in a hybrid work model
- Proficiency in Microsoft Office
- Ability to travel up to 30% of the time

## Compensation

The starting salary for an Associate is \$50,000. The starting salary for a Senior Associate is \$60,000. Compensation for 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 Codes and Policy Associate/Senior Associate" by **Monday, February 12, 2024**. In compliance with current contracts, this position requires a pre-employment background check, including a drug test. Employment is contingent on successful completion of the screening.

Candidates who do not submit both a cover letter and resume 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.

The Trusted Source on **Energy Efficiency**

