

# MEEA Position Announcement

## *Building Energy Efficiency Contract Position - North Dakota*

### Organization Overview

The Midwest Energy Efficiency Alliance ([MEEA](#)) is working with the North Dakota Department of Commerce, Division of Community Services ([Community Services](#)) to help to improve the energy efficiency and resiliency of new construction in the state, and thereby gain the benefits of lower energy costs, better health, increased comfort and greater productivity for building occupants.

Community Services was established to provide technical assistance to local governments and state agencies in the areas of community and rural planning and development, policy research and development, and grant program implementation. Community Services provides the people of North Dakota with effective, efficient and customer-oriented administration of federal and state programs for community development, energy efficiency, housing and self-sufficiency.

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. 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.

### Position Summary

MEEA seeks to find a passionate, team-oriented, reliable individual based in North Dakota with excellent research and interpersonal skills. A demonstrated ability in public speaking and a strong interest in the built environment is a plus. A background in energy efficiency or building codes is preferred. The successful candidate will work closely with building energy codes and should have familiarity with that general knowledge and skillset, or demonstrate the ability and interest to quickly learn the fundamentals of building energy code requirements.

This is a funding-based, contract position. The contract will be executed with MEEA as part of the Building Codes & Policy team. The initial contract will be through June 30, 2026, with the possibility of extending through December 31, 2027. Although the contract will be administered by MEEA, the work will be performed with and directed by Community Services. This is anticipated to be a remote position but there is the potential to work from the Community Services office in Bismark.

### Responsibilities

- Assist Community Services in the development of materials and analyses related to building energy codes and building energy efficiency
- Quickly develop the knowledge and skills to serve as the key energy code requirements resource person for Community Services. Training will be provided.
- Research, prepare and deliver presentations, either in-person or live online, to building energy code stakeholders
- Proficiency with Office 365, Outlook, Teams and SharePoint

- Strengthen existing partnerships and actively work to build new relationships with construction industry stakeholders
- Serve as a positive and proactive team member; take initiative to accomplish competing priorities while meeting deadlines and objectives

### Qualifications

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

- B.A. or B.S. in relevant field or minimum 3 years' relevant work experience
- Strong facilitation and coalition building skills amongst diverse stakeholders
- Strong oral and written presentation skills
- Ability to take initiative as well as work in a team environment
- History of successfully meeting deadlines
- Ability to adapt to shifting priorities
- Passion for energy efficiency
- Willingness and ability to travel up to 10% of the time

### Compensation

This is a contract position with an annual fee range of \$55,000 to \$75,000, commensurate with experience. The successful candidate will be responsible for all expenses associated with the position, including, but not limited to, taxes, supplies and office expenses. Authorized out-of-town travel expenses will be reimbursed.

### To Apply

To apply send a letter of interest and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org). The position will remain open until filled and applications will be reviewed on a rolling basis as received.

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.