

MEEA Position Announcement

Building Policy Associate / Senior Building Policy Associate

Organization Overview

At MEEA, we leverage our unique position as the Midwest's key energy efficiency champion and trusted information resource to promote forward looking policies and programs throughout the Midwest. We use our experience and expertise to help our members and other energy sector stakeholders, identify, understand and implement cost-effective energy efficiency strategies that provide economic and environmental benefits. As a collaborative network and an influential membership organization spanning thirteen states, we provide a professional forum where energy providers, policymakers, implementers, manufacturers, advocates and other stakeholders can make connections, seek advice and learn about energy efficiency. With our deep understanding of the issues and our dynamic annual conference, MEEA plays an important role in forging partnerships, promoting new technologies and advancing the evolving conversation around economic sustainability and environmental stewardship from energy efficiency.

Position Summary

MEEA seeks a passionate, team-oriented individual with an interest in building energy efficiency, and who understands the importance of strong building efficiency policies. We offer a highly collaborative environment, where the Building Policy Associate / Sr. Associate will join our committed Building Policy Team in advancing MEEA's building policy and program initiatives at the local, state, and regional levels.

The focus of the Building Policy Associate / Sr. Associate's work will be assisting the Building Policy Team to advance state and local building energy code and benchmarking ordinance adoption, implementation, and compliance; and research and understand new building efficiency technologies that have the potential to improve building performance and drive deeper energy savings. The goal of these initiatives is to advance energy code compliance in new residential and commercial buildings. The Building Policy Associate / Sr. Associate will coordinate with other MEEA staff who work on building-related energy efficiency programs, will represent MEEA at local, regional and national conferences, and will develop and maintain relationships with outside organizations in order to advance the work of MEEA.

Other Responsibilities

In addition to the key responsibilities described above, the Building Policy Associate / Sr. Associate would be responsible for performing, or assisting with, the following tasks:

- Developing fact sheets, testimony and other advocacy materials
- Assist in coordinating educational and outreach activities to increase awareness and understanding of building energy policy and the role of energy efficiency
- Write articles, blog posts and use social media to promote MEEA's mission
- Drafting and presenting on building policy and programs
- Developing reports and other communications with program sponsors
- Coordinating educational and outreach activities to increase awareness and understanding of building energy policy and programs

The Trusted Source on **Energy Efficiency**



- Data entry and other administrative/organizational tasks
- Travelling regionally as required

Qualifications

- B.A or B.S. required in one of the following, or related field: engineering, building science, architecture, planning, environmental science, public policy. Advanced degree a plus.
- At least 3 years' experience working in professional setting
- Excellent organizational, writing, communication and public speaking skills
- Proficiency in Microsoft Office suite
- Ability to simultaneously manage multiple tasks and responsibilities
- Ability to maintain a high attention to detail while adapting to shifting priorities
- Dedicated employee willing to work as a member of a team in an open-office environment
- Understanding of or willingness to learn building science principles
- Flexible and adaptable to new program needs in a shifting environment
- Passion for energy efficiency, environmental issues, and building science
- Experience with building energy modeling software, data analytics, or data visualization software a plus
- Experience in engineering/architecture, building science, data analysis, or public policy a plus; with experience in energy efficiency, preferred
- Experience with building design, construction or management, a plus
- Ability to travel overnight approximately 10% -15% of the time

Compensation

MEEA offers a competitive employment package with salary and position offered commensurate with experience.

Location

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

To Apply

Submit cover letter, resume and salary requirements to jobs@mwalliance.org with Subject: "Building Policy Associate / Sr. Associate". Candidates who do not submit all three items will not be considered. Candidates considered for interviews will be asked to provide writing samples and three references. No phone calls please. Applications are due no later than **Friday, April 24, 2020**.

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.