

MEEA Position Announcement

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.

MEEA's Market Solutions & Education Team (MS&E) manages programs throughout the Midwest that include training for building operators and real estate professionals, financial support for retrofits in income eligible homes and efforts to help advance adoption of heat pump technologies. For more than 15 years MEEA has administered the Building Operator Certification (BOC), a nationally recognized training and certification program that focuses on energy efficient building operations and preventative maintenance procedures that contribute to comfortable, efficient and environmentally friendly buildings.

Position Summary

MEEA seeks a passionate, team-oriented individual to fill an open position for an Associate to support BOC and other projects under the supervision of the Market Solutions & Education Manager. The Associate will be responsible for the daily logistics of running a BOC training series while managing existing stakeholder relationships and seeking new partners. The Associate's responsibilities will include:

- Serve as the main point of contact for BOC trainings in the Midwest and work with program partners to plan, schedule and promote multiple trainings each year.
- Schedule subcontractors that instruct and coordinate classes while managing their contracts and ensuring compliance with all program requirements.
- Assist individuals and program partners with the registration process and monitor the online registration system.
- Coordinate and design program promotional efforts, including print and online marketing, developing and compiling target lists for direct program promotion.
- Monitor program expenses for compliance with grant and program sponsor agreements and work closely with the MEEA accounting team to ensure accuracy.
- Prepare and submit financial reports, reimbursement requests, and invoices as required by grant and program sponsor agreements.

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- Create and maintain comprehensive process documentation and reports for tracking program participation, budget and other relevant metrics.
- Complete a variety of administration tasks including ordering and organizing program materials, maintaining records in MEEA's CRM and assisting with logistical training arrangements.
- Travel to observe classes, audit instructors, meet new and existing program partners and attend events to promote MEEA programs (when safe to travel)
- Assist the Market Solutions & Education Team with various initiatives, special projects, research, grant proposals, etc. as needed.

Qualifications

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

- Bachelor's degree, associate's degree or equivalent work experience in environmental science, engineering, energy management or a related field
- One or more years work experience in a professional environment. Work related to building science, energy efficiency or clean energy programs preferred
- Strong organizational, writing, communication and public speaking skills
- Self-starter with the ability to juggle multiple priorities and work independently while also functioning as a member of a team
- Proficiency in Microsoft Office
- Familiarity with energy efficiency or project management a plus

Compensation

The 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 with Subject: "MS&E Associate" by **Friday, August 11, 2023**. Candidates considered for interviews may be asked to provide writing samples and references. 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. No phone calls.

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.