

MEEA Position Announcement

Building Policy Associate

Organization Overview

At MEEA, we leverage our unique position as the Midwest's key champion and trusted information resource on energy efficiency policies and programs to help our members and 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 dynamic annual conference, MEEA plays an important role in forging partnerships, promoting new technologies and curating 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 buildings and energy efficiency, and who understands the importance of strong building efficiency policies and the programs that support those policies. We offer a highly collaborative environment, where the Building Policy 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's work will be assisting the Building Policy Team to advance state and local building energy code and benchmarking ordinance adoption, implementation, and compliance. The goal of these initiatives is to advance energy code compliance in new residential and commercial buildings and improve energy efficiency and health in existing buildings. The Building Policy Associate will also coordinate with other MEEA staff working on building-related energy efficiency projects; will represent MEEA at local, regional and national conferences; and will develop and maintain relationships with outside organizations in order to advance MEEA's mission.

Responsibilities

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

- Taking a strong role in coordination and management of MEEA's Annual Midwest Building Energy Codes Conference
- Developing fact sheets, testimony, and other materials
- Tracking adoption of building energy policies throughout the MEEA footprint
- Assist in coordinating educational and outreach activities, including webinars and code update newsletters
- 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
- Data entry and other administrative/organizational tasks
- Travelling regionally or nationally as required*

Qualifications

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

- B.A or B.S. required in one of the following, or related fields: engineering, building science, architecture, planning, environmental science, public policy. Advanced degree a plus.
- A minimum of 2 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 attention to detail while adapting to shifting priorities
- Ability and willingness to work as a member of a team in an open-office or remote working environment
- Understanding of, or willingness to learn, building science principles
- Flexible and adaptable to new project needs in a dynamic 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*

*MEEA staff is working remotely and not traveling due to the pandemic.

Compensation

MEEA offers a competitive employment package with salary commensurate with experience

Location

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

MEEA staff is currently remote during the ongoing COVID pandemic

To Apply

Submit cover letter, resume, and salary requirements to jobs@mwalliance.org with Subject: "Building Policy Associate" **by Friday, December 18, 2020**. Candidates considered for interviews will be asked to provide writing samples and three 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.