

MEEA Position Announcement

Senior Building Policy Associate

Organization Overview

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

The core of the Sr. Associate's work will be to assist the Buildings Team in advancing building energy code and benchmarking ordinance/BPS adoption, implementation, and compliance; and research and understand innovative building efficiency technologies that have the potential to improve building performance and drive deeper energy savings. The 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 further MEEA's mission.

Other Responsibilities

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

- Developing fact sheets, testimony and other advocacy materials
- Coordinating educational and outreach activities to increase awareness and understanding of building energy policy and programs, and the role of energy efficiency
- Write articles and blog posts, and use social media to promote MEEA's mission
- Developing and giving presentations
- Developing reports and other communications with program sponsors
- Data entry and other administrative/organizational tasks
- Travelling regionally as required

Qualifications

- Passion for energy efficiency, environmental issues, and building science
- B.A or B.S. in one of the following, or related field: engineering, building science, architecture, planning, environmental science, public policy. Advanced degree a plus.
- Minimum 3 years full-time experience in energy efficiency or related field.
- Excellent organizational, writing, and communication skills
- Enthusiasm for improving the energy efficiency of new and existing buildings
- Comfortable with speaking and presenting to a virtual or in-person audience
- Proficiency in Microsoft Office suite; Tableau and similar programs a plus
- 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 tasks and needs
- Experience with building energy modeling software, data analytics, or data visualization software a plus
- Work experience in engineering/architecture, building science, or public policy a plus; work experience in energy efficiency, preferred
- Experience with building design, construction, or project management, a plus
- Ability to travel overnight approximately 10% of the time (as circumstances allow)

Compensation

MEEA offers a competitive employment package, including health/vision/dental insurance, and 403 (b) retirement package. Salary range \$45,000 - \$52,000, 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: "Senior Building Policy 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 November 1, 2021.

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.