

# MEEA Position Announcement

## Senior Market Solutions & Education 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 highlight emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

### Position Summary

MEEA seeks a passionate, team-oriented individual to fill an open position for a Senior Market Solutions & Education Associate to support the facilitation of stakeholder working groups, research initiatives and projects that help building owners complete building upgrades that improve the energy efficiency, health and safety of existing buildings. The Senior Associate will work under the supervision of the Market Solutions & Education Director and their responsibilities will include:

- Coordinate logistics for stakeholder working groups, including scheduling meetings, creating agendas, maintaining member listservs, taking notes and sending out follow up emails
- Track pilots and program developments in MEEA's 13-state region and help disseminate this information to various audiences
- Create and maintain comprehensive process documentation and reports for tracking research efforts, budget and other relevant metrics
- Support MEEA-sponsored training, education and outreach initiatives
- Conduct research on emerging trends, topics or technologies that advance energy efficiency opportunities in the Midwest
- Coordinate with other departments at MEEA, including Buildings, Membership, Marketing & Events and Policy
- Develop fact sheets, presentations, research reports, white papers, blog posts, articles and other materials, as needed
- Travel to inspect some projects, meet new and existing program partners and attend events to promote MEEA programs and initiatives
- Assist the Market Solutions & Education Team with various initiatives, special projects, research, grant proposals, etc. as needed

### Qualifications

The Trusted Source on Energy Efficiency



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

- B.A., B.S. in environmental science, architecture, engineering, energy management or a related field
- Three or more years related work experience in a professional environment, work related to building science or energy efficiency/clean energy programs preferred
- Building science/HVAC training or certification (e.g. BPI, NCI) a plus but not required
- History of strong project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
- Strong facilitation and coalition building skills among diverse stakeholders
- Strong oral and written presentation skills
- Ability to work as a member of a team in a hybrid work model
- Proficiency in Microsoft Office
- Ability to travel up to 10% of the time

### Compensation

The Policy Associate position starting salary \$60,000. Compensation for 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 of working from the office 3 days per week.

### To Apply

Submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject: "Senior Associate – Market Solutions & Education" by **Friday, December 2, 2022**. 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.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and 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.