

MEEA Position Announcement

Program Associate: Training

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.

MEEA's Program Team manages programs throughout the Midwest that advance energy efficiency. Current programs include training courses for building operators and real estate professionals, stakeholder collaboratives and support for K-12 schools considering facility updates. 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 Overview

MEEA seeks a passionate, team-oriented individual to fill an open position for a Program Associate to support BOC, other programs and general Program Team needs under the supervision of the Program Manager. The Program Associate will be responsible for the daily logistics of running a training series while managing existing stakeholder relationships and seeking new partners to build local champions throughout the Midwest. The Program Associate's responsibilities will include:

- Serve as the main point of contact for BOC trainings in several states and work with program partners to plan, schedule and promote multiple trainings per year
- Schedule course instructors and coordinators, manage their contracts and ensure compliance with all program requirements
- Assist individuals and program partners with the registration process and monitor the online registration system
- Coordinate 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
- 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 Programs Team with new initiatives, special projects, research, grant proposals, etc. as needed

Qualifications

- B.A., B.S. or equivalent work experience in environmental science, architecture, political science, natural resources management or a related field
- One to two years related work experience in a professional environment
- 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 in both an open office environment and remotely
- Flexible and adaptable to new program needs in a shifting environment
- Proficiency in Microsoft Office
- Passion for environmental issues and experience in energy efficiency a plus

Compensation

MEEA offers a competitive employment package, including health/vision/dental insurance, and a 403 (b) retirement package. Salary range \$40,000 - \$43,000, commensurate with experience.

Location

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

Note that MEEA staff is currently remote due to the COVID-19 pandemic but plans to return to the office before the end of the year.

To Apply

Submit cover letter, resume, and salary expectations to jobs@mwalliance.org with the subject *Program Associate: Training* **by Friday November 19, 2021**. Candidates considered for interviews will be asked to provide writing samples and three references. No phone calls please.

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.

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.