

MEEA Position Announcement

Program Associate/ Senior Program 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.

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. This role will support the existing programs and help build new programs that prioritize energy efficiency, health and safety upgrades to existing buildings.

Position Overview

MEEA seeks a passionate, team-oriented individual to fill an open position for a Program Associate or Senior Program Associate to support projects that help building owners complete building upgrades that improve the energy efficiency, health and safety of existing buildings. The Program Associate/Senior Program Associate will work under the supervision of the Program Manager and their responsibilities will include:

- Coordinate with internal and external teams, including implementation partners, funders, contractors and building owners to ensure building upgrades are consistent with program requirements
- Foster and maintain relationships with homeowners, K-12 school districts, and facility personnel to encourage participation in energy efficiency programs
- 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
- Coordinate outreach and program promotional efforts, including print and online marketing, developing and compiling target lists for direct program promotion
- Complete a variety of administration tasks including ordering and organizing program materials and maintaining records in MEEA's CRM and external partner CRMs
- Write and publish blog entries and other social media posts as appropriate and compile case studies for publication

- Travel to inspect some projects, meet new and existing program partners and attend events to promote MEEA programs and (when safe to travel)
- Assist the Programs Team with various initiatives, special projects, research, grant proposals, etc. as needed

Qualifications

- B.A., B.S. or equivalent work experience in environmental science, architecture, facility management or a related field
- One or more years related work experience in a professional environment (Associate)
- Three or more years related work experience in a professional environment, work related to building science or utility energy efficiency programs preferred (Senior Associate)
- Building science/HVAC training or certification (e.g. BPI, NCI) a plus but not required
- Familiarity with Salesforce is also a plus
- 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, a 403 (b) retirement package and respect for work/life balance. Salary range commensurate with experience. Program Associate: \$50,000+; Sr Program Associate, \$60,000+.

Location

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

To Apply

Submit cover letter, resume, and salary expectations to jobs@mwalliance.org with the subject *Program Associate* or *Sr Program Associate*, as appropriate, **by Friday March 18, 2022**. 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.