



## High Performance Buildings Technical Associate

Northeast Energy Efficiency Partnerships ("NEEP") seeks a full-time High Performance Buildings Technical Associate. This position will be primarily responsible for providing analysis of building energy codes, high performance building energy standards, and building energy rating programs to inform NEEP's projects for the advancement of strategies that result in long-term energy savings in homes and buildings.

### About NEEP

NEEP was founded more than 20 years ago as a non-profit accelerating energy efficiency in the Northeast and Mid-Atlantic states. Today, it is one of six Regional Energy Efficiency Organizations (REEOs) partially funded by the U.S. Department of Energy to support state efficiency policies and programs. NEEP's mission is to accelerate energy efficiency as an essential part of demand-side solutions that enable a sustainable regional energy system. Our long-term shared goal is to assist the region to reduce carbon emissions 80% by 2050. For more about our 2017 strategies and projects, see this [2-page overview](#) or these [project briefs](#). You can also watch this brief [video](#) regarding our history.

### Job Overview

Reporting to the Director of Buildings & Community Solutions, the High Performance Buildings Technical Associate will play an important role in helping NEEP achieve one of its long-term visions of zero energy buildings and homes throughout the region.

### Responsibilities

***Support NEEP's Building & Communities Team, and other NEEP Teams to deliver on project goals, including the following specific roles:***

- Conduct analysis of building energy codes, high performance building energy standards, and building energy rating programs
- Provide direct technical guidance to state energy offices/departments, utilities, efficiency program administrators, and other key partners
- Contribute to and help lead stakeholder discussion forums organized by NEEP to facilitate information exchange and knowledge transfer between states and programs
- Serve on and/or support external working groups or committees focused on building energy codes or high performance building energy standards
- Lead or assist with development and dissemination of tools, resources, and reports to support enhanced building energy efficiency in the Northeast states
- Interface with national building-related programs to promote successful local deployment of these programs in the Northeast
- Help maintain an inventory of building energy policy developments in NEEP's 12 state region, as well as other web content.

***Support NEEP organizational objectives in the following ways:***

- Contribute to NEEP's newsletters and other outbound communications.
- Prepare timely progress reports for funders.



- Assist with grants and other materials to solicit and secure resources to support project activities, as well as with preparation of annual business plans.
- Participate as an active member of the NEEP staff team, including attendance at and contributions to staff meetings, teleconferences, planning, reporting, organizational development and other staff projects.

### **Qualifications and Key Abilities**

*While candidates of various backgrounds and levels of experience will be considered, we seek:*

- B.A. or B.S. required in architecture, engineering, or related field.
- Understanding of building science concepts and building systems and familiarity with terminology used to describe energy use and conservation in buildings.
- Demonstrated ability to translate technical concepts into clear and concise narratives.
- Strong analytical and problem-solving skills.
- Strong interpersonal skills, ability to lead and manage teams.
- Excellent written and oral communication skills.
- Self-directed and demonstrated ability to manage multiple projects simultaneously.
- Passion for and commitment to energy efficiency and the environment.
- Experience working with building codes, building energy rating programs a plus.
- Other technical skills, such as basic knowledge of computer programming and database management, is desirable but not mandatory.
- Proficient in Microsoft Office (PowerPoint, Excel, Word).

### **Application Process**

To apply please email a resume, along with a cover letter stating where you saw this posting and outlining your interest in NEEP's mission, to Bob McTighe at: [bmctighe@neep.org](mailto:bmctighe@neep.org). **No phone calls please.**

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, personal time and a matching 401K.

NEEP is committed to an organizational culture of inclusion, diversity and equity. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities. It also supports our capacity to achieve our mission on a regional scale.