



## ASSOCIATE, BUILDING ENERGY CODES

June 2022

Are you interested in helping to create a more sustainable future by reducing energy use and carbon emissions? Do you love to solve problems by working with partners? Are you interested in how policy can help slow climate change? If so, consider applying to Northeast Energy Efficiency Partnerships (NEEP) for this Associate position.

### About NEEP

Northeast Energy Efficiency Partnerships ([NEEP](https://www.neep.org)) is a regional non-profit that works to create a more sustainable future by reducing energy use and carbon emissions from the built environment. NEEP was founded in 1996 to promote the efficient use of energy in homes, buildings, and industry in the Northeast and Mid-Atlantic region. Our mission is to accelerate energy efficiency, heating electrification, and grid-interactive homes and buildings as essential solutions to support our regions' long-term shared goal to reduce carbon emissions by at least 80% by 2050. NEEP is based in Boston, Massachusetts, with staff in locations around the region.

### Job Overview

NEEP's [Building Energy Codes and Appliance Standards](#) team provides analysis of building energy codes, high performance building energy standards, and building energy rating programs to inform strategies that result in long-term energy savings. The Building Energy Codes Associate will primarily be responsible for leading stakeholder engagement activities, providing research and analysis, and developing reports and other deliverables. The Associate will be someone who is excited about working with people across different industries, and who is interested in the details of technical policy development and implementation. The 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

#### Stakeholder Facilitation, Coordination, and Management

- **Stakeholder Engagement:** Build and maintain working relationships with NEEP partners
- **Meeting Facilitation:** Facilitate and coordinate the activities of Codes Collaborative Groups and other working groups for specific projects; plan and execute meetings; develop reports, presentations and relevant follow up materials
- **Presentations & Public Speaking:** Facilitate and assist preparation of presentations and reports and speak publicly to increase the visibility and understanding of NEEP's strategies, activities, and results
- **Workshops and Webinars:** Plan and hold in-person and web-based events to support strategy development and implementation across the region
- **Strategic Coordination:** Coordinate NEEP's project activities with other relevant national and regional efforts, including participation in selected conferences and workshops
- **Internal Coordination:** Coordinate project activities and materials with other NEEP projects to advance energy efficiency; actively participate in and contribute to NEEP staff meetings and activities



### Research, Analysis, and Report Development

- **Research and Analysis:** Conduct research and analysis to support strategy development; track relevant programs, technologies, policies, and market developments
- **Reporting:** Prepare quarterly and annual progress reports and provide information as needed for internal and external communications
- **Tools & Resources:** Assist in managing existing NEEP tools and resources, making improvements to them, as well as contributing to the development of new tools and resources
- **Media:** Manage NEEP web-based resource center updates; prepare regular blog and newsletter contributions; assist preparation of news releases

### Qualifications

- Demonstrated experience or academic achievement in architecture, engineering, energy policy, building technology, planning, environmental science, or related field
- Experience and interest in research and analysis
- Demonstrated ability to understand technical concepts and speak and write about them clearly and concisely
- Attention to detail and accuracy
- Strong verbal, written, technical communication, and presentation skills
- Interest in energy efficiency and environment
- Ability to take direction, work independently, and coordinate with others
- Proficient in Microsoft Office (PowerPoint, Excel, Word) and internet tools, website development, and content management systems a plus
- Ability to be an advocate for NEEP's mission and vision
- Interest in energy efficiency; ability to be an advocate for [NEEP's mission and vision](#)
- Must reside in one of [NEEP's 13 states/jurisdiction](#) in the Northeast and Mid-Atlantic region

### Application Process

To apply please see our posting on LinkedIn (<https://www.linkedin.com/jobs/view/3133022009/>). A resume, writing sample, and a cover letter telling us why you're a rock star will be required. **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 generous matching 401(k) with an excellent work/life balance.

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.