



ENERGY POLICY ASSOCIATE

Job Overview

Are you enthusiastic about building a more equitable, sustainable energy system and reducing greenhouse gas emissions while helping to improve the energy performance, health, and resilience of the built environment? Great, us too! This position is appropriate for someone with interest in building energy policies and energy efficiency in buildings, and who has experience and interest in analysis, research, and fostering collaboration among stakeholders.

Northeast Energy Efficiency Partnerships (NEEP) is a regional non-profit that promotes the efficient use of energy in homes, buildings, and industry in the Northeast and Mid-Atlantic regions. We advance cutting-edge energy efficiency through technologies, programs, and policies. Saving energy creates a stronger economy, a cleaner environment, and a more reliable and affordable energy system. For a better understanding of our important mission and results, visit: www.neep.org. NEEP is based in Lexington, Massachusetts, with staff in locations around the region.

NEEP is seeking a full-time Energy Policy Associate who will be an integral member of the organization's team that seeks to reduce energy use in homes and buildings across the region through public policy and practices. This person will primarily be responsible for providing analysis of building energy codes, high performance building energy standards, and building energy rating programs to inform NEEP's projects to advance strategies that result in long-term energy savings. This position is especially relevant as communities determine their responses to climate change and resiliency and work to build an equitable economic recovery.

Reporting to the Senior Manager of Buildings & Community Solutions, the Energy Policy Associate will play an important role in helping NEEP achieve its long-term visions of zero energy homes and buildings throughout the region.

Key Responsibilities

Support NEEP's Building & Communities Team to deliver project goals, including the following:

- Conduct analysis of building energy policies, such as energy codes, building energy standards, and building energy rating programs
- Provide direct technical guidance to state energy offices, 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 state policymakers and other partners
- Serve on and/or support external working groups or committees focused on building energy codes or building energy standards
- Lead or assist with development and dissemination of tools, resources, and reports to support enhanced building energy efficiency
- Interface with national building-related programs to promote successful local deployment of programs in the region



- Help maintain an inventory of building energy policy developments in NEEP's 13-state region
- Facilitate the automation of home energy information into Multiple Listing Services by supporting our HELIX project

Support NEEP's organizational objectives in the following ways:

- Contribute to NEEP's newsletters and other public-facing communications
- Prepare timely progress reports for funders
- Assist with grant applications and other materials to secure resources to support NEEP's work
- Participate as an active member of the NEEP team

Qualifications

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

- B.A. or B.S. in energy policy, environmental studies, building science, architecture, or related field or demonstrated work experience
- Experience working with energy policy, such as codes, energy rating programs, and/or appliance standards a plus
- Understanding and familiarity of terminology for building science, systems, and energy conservation
- Demonstrated ability to translate technical concepts into clear and concise narratives
- Strong analytical and problem-solving skills
- Demonstrated skills in stakeholder engagement, presentation, and group facilitation
- Skilled in effectively working with and respecting diverse perspectives
- Excellent written and oral communication skills
- Self-directed and demonstrated ability to manage multiple projects simultaneously
- Proficient in Microsoft Office (PowerPoint, Excel, Word), database, internet, and presentation tools
- 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 Indeed (www.indeed.com). A resume, writing sample, and a cover letter telling us why you're a great fit to join us 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 and all NEEP staff have the opportunity to participate in and support the activities of NEEP's Diversity, Equity, Inclusion, and Justice Working Group. 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.