

## Commercial Sector Program Assistant

The [Consortium for Energy Efficiency \(CEE\)](http://www.cee1.org) is seeking a motivated, organized individual to join as a Program Assistant working to advance decarbonization objectives within the commercial sector. CEE will also consider candidates who may be eligible as a Program Associate, pending experience. CEE is a nonprofit consortium of demand side management (DSM) program administrators, primarily large investor-owned utilities from across the US and Canada, that work together to transform markets to advance energy efficiency as a foundational aspect of decarbonization. By working together at CEE, program administrators leverage the effect of their funding dollars and exchange information on effective practices to achieve greater impact for the public good.

### Position Background

The Program Assistant will support accelerating the adoption of market strategies to reduce energy use cost-effectively and equitably and decarbonize commercial end-uses, with additional focus on the changing landscape for dynamic energy management and connected devices. This position provides an opportunity to gain skills and develop professionally to facilitate consensus driven approaches to achieve US and Canadian energy efficiency market transformation. The Program Assistant is part of a six-person team responsible for commercial and industrial (C&I) energy efficiency and building energy management initiatives and will report to the Commercial Sector Lead. Necessary attributes for this position are interest in C&I energy-using technologies, energy efficiency program design, and market research. We seek a candidate with strong interpersonal and written communication skills who is organized in their work habits, exhibits problem-solving qualities, and possesses a desire for continuous improvement.

### Responsibilities

- Perform research, data collection, and analysis in support of strategies to pull the market toward highly efficient electric and natural gas equipment.
- Draft reports, studies, memoranda, position papers and other professionally written deliverables in support of organization and member needs.
- Prepare agendas and presentations, and assist in facilitation of member meetings, both in-person and via web conference. Support organizing, delivery, and follow up.
- Maintain information relating to qualifying energy efficient products and member program activity.

- Provide administrative and logistical support to the Commercial and Industrial teams, and other operational tasks or duties, as assigned.

## Requirements

- Bachelor's degree in a relevant field, such as business, economics, building science, environmental studies, public policy, engineering, or another subject requiring critical thinking and strong analytical capabilities. *Note: CEE will also consider applicants for a Program Associate position, for candidates with additional experience.*
- Strong organization and time management skills; ability to balance multiple priorities as project deliverables evolve.
- Excellent written and oral communication abilities, including an interest in facilitating meetings with diverse stakeholders.
- Strong people skills, research aptitude, and the capacity to work both independently and as part of a team.
- Proficiency with Microsoft Office software (e.g., Word, PowerPoint, Acrobat, Excel, Outlook, Teams).
- Ability to manage personal workload across multiple projects.
- Willingness to travel to at least two domestic meetings per year.

## Compensation

The salary for the Program Assistant and Program Associate positions range from \$45,000 to \$70,000 annually, commensurate with skills and experience. CEE offers a competitive benefits package including four weeks PTO, 12 paid holidays, health care, life-insurance, and retirement savings.

## Environment

Work is done primarily on computers, looking at screens for 6+ hours of the workday. Work is performed in a hybrid model with most employees working primarily remotely with in-office work occurring regularly. Employees are expected to commute to in-person events at the office or in the region as needed, including meetings, events, and in-person training. In-person meetings involve domestic travel and multiple days of moving between meetings at hotels and conference centers.

## About CEE

Located in Middleton, MA, CEE is an award-winning consortium of efficiency program administrators from the United States and Canada that unifies program approaches across jurisdictions to increase impact in fragmented markets. By joining forces at CEE, individual electric and gas efficiency programs are able to partner not only with each other, but also with other industries, trade associations, and government agencies. Working together, administrators leverage the effect of their ratepayer funding, exchange information on successful practices and, by doing so, achieve greater energy efficiency for the public good. For more information, see our website at [www.cee1.org](http://www.cee1.org).

## Application Information

Complete applications will be reviewed upon receipt. Please submit the following:

- Resume or CV
- Cover letter demonstrating your interest in the position and alignment with qualifications and relevant experience
- Writing sample (5 pages maximum) that demonstrates analytical reasoning skills and writing quality

## Contact

Please send application materials via e-mail to Ryan Hamilton at [rhamilton@cee1.org](mailto:rhamilton@cee1.org) noting the location you found this posting and including the job title and your name in the subject line; for example, “Jane Smith—Program Assistant, Commercial Sector”

*You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*