

Emerging Technologies 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 the energy efficiency, grid flexibility, decarbonization, and climate-related goals of our membership. CEE is a nonprofit consortium of large energy stakeholders, including mostly electric and gas utilities from across the US and Canada, as well as industry groups, governments entities, and research organizations. Together, we work to advance energy efficiency as a foundational aspect of decarbonization. By working collaboratively with CEE, our members achieve greater impact for the public good, including significant energy savings, reduced greenhouse emissions, lower energy bills, and enhanced energy security for vulnerable communities.

Position Background

The Program Assistant will support the CEE Emerging Technologies Collaborative (ETC), which seeks to accelerate the adoption of emerging opportunities, including innovative technologies and marketplace approaches. Under the direction of the ETC Sector Lead, the individual will research and develop annual ETC deliverables, facilitate member collaborations, and assist in generating reports on emerging opportunities. In addition to ETC work, the individual will also support accelerating the adoption of market strategies across residential, commercial, or industrial applications, in conjunction with other teams at CEE. A few examples of technologies we work on include heat pumps, batteries and thermal energy storage, building control systems, data centers, industrial equipment, and load management solutions.

This position provides the chance to gain technological and market research expertise and data analysis skills, and to develop professionally to facilitate consensus driven approaches that drive US and Canadian energy efficiency market transformation. Necessary attributes for this position are interest in 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

- Conduct research related to various emerging technologies and innovative program approaches. Analyze energy efficiency benefits, utility benefits, and nonenergy impacts, as well as technological maturity, market availability, and

marketplace viability. Draft related reports, memoranda, and other professionally written products in support of internal and CEE member needs.

- Support annual updates to the Catalog of Emerging Opportunities Assessments. Manage the collection, compilation, and dissemination of technology and market assessments.
- Coordinate and prepare agendas, presentations, discussion questions, and other materials for in-person meetings and webinars with members and industry partners. Support organizing, delivery, and follow up.
- Provide administrative and logistical support to the ETC sector lead and other operational ETC tasks or duties, as assigned
- Support program work across CEE sectors and committees, as needed. Project work to include research, data collection, and analysis in support of strategies to pull the market toward highly efficient electric and natural gas equipment.

Preferred Candidate Qualifications

- Bachelor's degree in a relevant field, such as business, economics, building science, environmental studies, engineering, or another subject requiring critical thinking and strong analytical capabilities.
- Demonstrated research and data analysis skills; ability to analyze and synthesize quantitative information for different audiences. Excellent written and oral communication skills, including an interest in facilitating meetings with diverse stakeholders.
- Strong organizational and time management skills; ability to balance multiple priorities as project deliverables evolve
- Proficiency with Microsoft Office software (Word, PowerPoint, Acrobat, Excel, Outlook, Teams). Proficiency with Salesforce, Tableau, and Access are desired but not required.
- Ability to manage personal workload across multiple projects.
- Willingness to travel domestically, averaging approximately one trip per quarter.

Compensation

The salary for the Program Assistant position ranges from \$42,000 to \$62,000 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 and 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 can partner not only with each other, but also with other industries, trade associations, government agencies, and other energy efficiency organizations. 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.

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 Spencer Sator at ssator@cee1.org, noting the location you found this posting and including the job title and your name in the subject line. Example: “Jane Smith—Program Assistant, Emerging Technologies”

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.

Key Words

Demand side management, DSM, energy efficiency, climate change, carbon, emerging technology, demand response, demand management, GHG, greenhouse gas, IDSM, decarbonization, electrification, renewables, non-profit, nonprofit, sustainability, mechanical engineer, entry-level, utility