

## Residential Sector Program Assistant

The [Consortium for Energy Efficiency \(CEE\)](#) is seeking an enthusiastic individual to join the residential team and help advance energy efficiency, load flexibility, and decarbonization initiatives across multiple areas. For more than 30 years, CEE has been the leading nonprofit consortium of demand-side management (DSM) program administrators—primarily large investor-owned electric and natural gas utilities from across the US and Canada—working together to transform markets and realize a more efficient, affordable, and clean energy future. This role offers an exciting opportunity to make meaningful impacts in the energy sector, help advance the adoption of the latest residential energy technologies and connected solutions, and collaborate with an array of leading industry experts.

### Position Overview

The Program Assistant reports to the Residential Sector Lead and will support both implementation of the [CEE Integrated Home Competition](#) sponsored project as well as ongoing residential end-use work. The Integrated Home Competition is an industry-leading effort that uses an annual contest format to identify, promote, and reward innovative new connected residential products that deliver energy and demand savings while fostering a positive customer experience through interoperability, reliability, and simplicity of use. The Competition directly complements the long-term trajectory of CEE's residential portfolio and the organizations' strategic goals, and it helps our program administrator members find cutting-edge technologies that may be incorporated into future programs.

CEE's residential team comprises five people (including this position) and focuses on consensus-based specification development, program guidance and best practices, and other market transformation strategies to support energy efficiency and demand response programs across North America.

Necessary attributes for this position are an interest in residential energy solutions, utility load management strategies, and evolving 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

- Work closely with the Integrated Home Competition project lead to support industry outreach, identification of promising technologies, promotion of the competition and winning products, and facilitation of judging efforts.
- Support multiple residential CEE Initiatives focused on advancing efficiency, load flexibility, and decarbonization objectives in the residential sector.
- Conduct research, data collection, and analysis on topics such as energy savings potential for connected and efficient solutions, effective program design and delivery approaches, impact of design and installation considerations, unique partnerships across industry stakeholders, and market barriers to product adoption.
- Maintain information relating to qualifying energy efficient products and member program activity.
- Prepare agendas and presentations, and assist in facilitation of member meetings, both in-person and via web conference. Support organizing, delivery, notetaking, and follow-up.
- Draft reports, studies, memoranda, position papers and other professional written products in support of organization and member needs.
- Other duties as assigned.

## Requirements

- Undergraduate degree in a relevant field, such as physics, building science, engineering, business, environmental studies, public policy, economics, or another subject requiring critical thinking and strong analytical capabilities. *Note: CEE will also consider more experienced applicants for a Program Associate position.*
- Strong people skills, research aptitude, and the capacity to work both independently and as part of a team.
- Excellent written and oral communication abilities; interest in planning and facilitating meetings with diverse stakeholders.
- Demonstrated research and data analysis skills; ability to analyze and synthesize quantitative information for different audiences.
- Strong organization and time management skills; ability to balance multiple priorities and deliverables.
- Proficiency with Microsoft Office software (e.g., Word, PowerPoint, Excel).
- 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

CEE is an organization made up of individuals who are passionate about bringing together leading organizations and experts from across the US and Canada to drive market transformation and advance a more positive energy future. Our culture is collegial, collaborative, and proactive, and we operate in a hybrid model that blends remote and in-office work (near Boston, MA) to support a flexible and supportive environment. Our work is done primarily on computers, looking at screens for 6+ hours of the workday. We expect employees to commute to in-person events at the office or in the region as needed, including meetings, events, and in-person training. We also facilitate and attend in-person meetings further afield that may 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 nonprofit 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 program administrators 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.

## 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 Essie Snell at [esnell@cee1.org](mailto:esnell@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, Residential 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.*