

---

## Earth Forward Group

### Who We Are

Earth Forward Group, LLC (EFG) is a woman-owned small business incorporated in the State of Connecticut, with offices throughout the Northeast. The company was formed in New Haven, CT in 2015 and provides workforce development training, sustainability consulting, program design and management, business development, and marketing & outreach services to public, private, and nonprofit entities related to energy efficiency, renewable energy, weatherization, building performance and sustainability management.

EFG was developed by a group of graduate students with a shared interest in building a more sustainable future. Increasingly we see that clients are looking for innovative, bespoke solutions for their businesses that consider the human and environmental impact of their operations. Federal policies are increasingly supporting the development of these solutions. Our planet has never had so many inhabitants, communities are connected like never before and technology is driving change and threatening traditional industries. There is a constant state of flux, from regulatory policy to extreme weather events. To that end, we observed a need for EFG to help organizations navigate societal complexities and proactively manage risk.

### Program Overview

Construction related industries are facing a mass retirement over the next five years. Simultaneously, the country has committed to improving our infrastructure and buildings in an effort to reduce resource consumption and carbon emissions and their impact on the changing climate. To accomplish these goals, the construction industry needs to increase its workforce as well as increase the knowledge of sustainable building standards to utilize in current practice. Presently, there is a labor shortage and in order to accomplish our building performance goals we will need to educate, train and recruit the next generation workers. Stakeholders are turning their focus to the weatherization workforce training partnerships to attract participants and promote these good paying high performance construction jobs. EFG is a consulting group which conducts research for the design and implementation of workforce development training programs for sustainability related careers. In many cases, EFG is also the implementer and manager for these programs. We conduct a market analysis of such programs.

### Program Manager/Senior Program Manager

The Program Manager/Senior Program Manager is responsible for day-to-day management of the EFG supported programs in CT, MA and other states as relevant, along with course instructional support and/or instruction as needed and activities in line with broader organizational growth.

Senior Program Management duties may include, but are not limited to:

- Leading and managing programs including coordination and execution of key operations.
- Client management, logistics management, oversight of program budget and tracking, materials management, and ensuring all deliverables are completed at a high quality level.

- Informing and collaborating with the EFG team on program design, growth planning, and product strategy for expansion of EFG offerings.
- Organizing and leading meetings, both virtual and in person, maintaining meeting agendas and follow up notes, planning and executing internal and external meetings, program and project tracking, collaborating and executing internal and external communications, and planning workflow for task completion.
- Scheduling and completing frequent communication with regulators and stakeholders in programs such as school administrators, educators, staff, students and families.
- Travel to various states for client and partner events required for program execution and development.
- Developing and executing a plan for course delivery, scheduling courses and instructors, organizing and maintaining internal and external meetings and training with key stakeholders.
- Collaborating with clients and colleagues to determine program and project event timelines, task assignments, management, logistics, materials and other needs to complete.
- Supporting current programs which are ongoing and new programs as they launch to ensure strategic alignment, objectives are defined and met, and clients are satisfied with deliverables.
- Attend internal and external team meetings, provide program and project updates, progress tracking and data.
- Collaborate with team members to ensure program and project data and reporting needs are met and supported by instructors and program staff.
- Lead regular program meetings both internal and external to forecast work, program needs and materials for instruction.
- Register courses with industry partners, enroll schools, students, educators and stakeholders.
- Conducting research related to relevant subject matter to develop organizational knowledge and fluency on topics, market trends, policy, and client feedback to inform design decisions.
- Monitoring & evaluation of programs, including data collection, analysis, and fulfilling client reporting requirements.
- Facilitation of client and programmatic meetings, workshops, and other presentations to audiences as necessary for program execution.
- Attending industry and stakeholder meetings and conferences both in person and virtually on for training and related events..
- Supporting the technical and report writing of key client proposals, program plans and expansions, design frameworks, and other programmatic reporting as needed.
- Ensuring deliverables agreed upon in program contracts are adhered to and fulfilled, and EFG remains in good standing with partners.
- Travel to schools, conferences and other locations as needed for in-person meetings, training(s) or events.
- Other duties as assigned.

### **Desired Skills and Experience:**

- Strong program and project management skills with demonstrated success in previous programs and comfort using project management software.
- Excellent writing skills for technical reports, reports, and general program communication.
- Strong analytical skills and ability to clean, analyze, and report on data findings.
- Strong communication skills and ability to present to external stakeholders.
- Knowledge of climate resilience efforts in the US , the weatherization industry and high performance building standards; HERS, Passive House, EnergySTAR BPI certifications are ideal.
- Fluency in PowerPoint, Excel, and other MS Office software as well as Google applications Google docs, slides, drive and gmail.
- Bachelor's degree required, ideally in environmental science, sustainability or related subject matter.
- Master's degree in related subject matter preferred.

### Travel Requirements

- Travel to schools, client meetings, events, conferences up to 10% is required.
- Must have reliable transportation and be able and willing to travel.

### Compensation

This role will be paid \$35 - \$55/ hour depending on qualifications and experience, with a maximum of 35 hours allotted per week as a Full-Time Employee of Earth Forward Group.

### Background Check

As we are a service provider of workforce development, training, and educational programming services that often work with youth and high school aged students, we request on behalf of our clients and partners all EFG staff who interface with students to complete a background check. Information will be provided to you to ensure completion of this within the first 30 days of your employment.

### Benefits

Paid time off program includes flexible personal time off along with paid company holidays. This includes:

- 10 days flex PTO
- Paid time during EFG seasonal breaks observes as a whole company:
  - Winter Holiday Break, approximately between Christmas Day - New Year's Eve
  - Summer Break, one week in August



- 12 Paid Federal Holidays include New Year's Day, Martin Luther King Jr's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day (Indigenous People's Day), Veteran's Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.
- 5 days of sick/mental health leave
- Healthcare Qualified Small Employer Health Reimbursement Plan
- Educational or professional development

**Interested candidates must send a resume and cover letter to [info@earthforwardgroup.com](mailto:info@earthforwardgroup.com)**