

Program Coordinator, Multifamily

JOB SUMMARY

The Multifamily Program Coordinator assists in and manages portions of the implementation of energy efficiency projects which impact affordable multifamily properties across the state of Colorado. We look to this position as a key contributor to the success of EOC's energy efficiency programs. This position reports to the Multifamily Program Manager.

Essential Functions

Overall program coordination and management support of the Multifamily Program including but not limited to:

- Provide project management and support throughout process from assessment to project completion
 - scheduling and leading building assessments
 - contractor bid review and necessary follow up
 - preparation and submission of rebate application materials
 - preparation, negotiation, and implementation of construction contracts
 - scheduling and performing project inspections
- Manage incoming inquiries and leads
- Perform outreach to multifamily properties throughout the State to recruit projects to meet annual savings goals
- Lead building assessments and use working knowledge of building science to develop measure lists that include HVAC, envelope, lighting, appliance, and automatic control systems upgrades
- Create a positive working relationship with program contractors and recruit new contractors as needed
- Perform electric and gas savings calculations for proposed equipment as needed
- Gather and prepare rebate application materials including contractor bids, spec sheets, and submission forms
- Follow up on incomplete submissions with the appropriate party
- Assist in tracking program expenses including processing invoices and change orders
- Contribute to program reporting needs and assist in the improvement of data tracking and reporting
- Prepare, negotiate, and execute contracts for projects
- Inspect measures after project completion to ensure contract compliance and quality assurance. Follow up with contractors regarding any discrepancies and work toward their resolution
- Coordinate participant and contractor satisfaction surveys and create a process to manage feedback
- Work with Energy Education team to create and distribute collateral associated with new equipment
- Collaborate with other EOC program teams

Knowledge, Skills, and Abilities

- Ability to work with others internally and externally
- Ability to manage multiple projects at once
- Excellent communication skills
- Attention to detail
- Understanding of energy efficiency and building science
- Ability to research and educate oneself about various energy topics such as solar, healthy homes, and electrification. Training opportunities are available

- Understand, interpret and comply with applicable policies, procedures, rules and regulations of all EOC energy efficiency programs

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of common energy efficiency measures including lighting, HVAC, appliance replacement, envelope, etc.
 - Ability to set and track project implementation schedules, and to prioritize and meet goals under strict deadlines and changing priorities
 - Strong oral and written communication skills with the ability explain technical information in a concise manner that can be understood by diverse constituents such as nonprofits and contractors
 - Experience in project management and working with contractors
 - Must be process oriented but also adaptable to changing priorities
 - Must be able to work independently and be self-directed but also be team oriented
 - Have excellent organizational skills with attention to detail
 - Be discrete and conscious of client privacy and act responsibly with sensitive information
 - Must pass a background check
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- Positive and proactive attitude and commitment to the mission of EOC

Preferred Qualifications

- Passionate about energy conservation and serving income qualified community members
- Creative thinker and strong collaborator
- A degree or certification related to energy efficiency (BPI, CEM etc.) or equivalent job experience
- Experience in utility DSM programs
- Experience in the affordable housing sector developing and strengthening community partnerships

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Driver's License
- Candidate must have daily access to a reliable vehicle and be willing to drive to site visits
- Standing, walking, sitting, lifting, carrying, talking, hearing, driving
- Able to lift up to 40 pounds

Work Environment

- Hybrid – office location in downtown Denver and employees' home or remote location

Salary Range

\$28.85 - \$30.30 /hour (annual equivalent \$60,000.00 - \$63,000.00)