

## Residential Sector Program Associate

The [Consortium for Energy Efficiency \(CEE\)](http://www.cee1.org) is seeking an enthusiastic individual to join the residential sector team to support advancement of energy efficiency measures in an exciting array of areas. This position will manage CEE's New Construction and Existing Homes Initiatives, and become the residential team lead on aspects of the Inflation Reduction Act, including leading cross-sector collaborative efforts internally as well as with external partners. This role is an exciting opportunity for a motivated individual to be part of an impactful professional nonprofit dedicated to advancing energy efficiency, utility systems, and greenhouse gas reduction benefits for lasting public benefit.

### Position Background

The Program Associate position will focus on whole house Initiatives, which emphasize energy efficiency and energy reduction as well as load management and demand response. The individual will work with CEE member utilities and highly engaged industry partners and implementer groups working collaboratively to maximize the energy savings and decarbonization impacts of whole home approaches. The role involves focusing on measures that improve a building envelope and how these solutions and systems will affect the relationship to other equipment or aspects of the home. This individual will also research how whole home program design and deployment is segmented to reach priority communities and how CEE can support binational market transformation objectives.

The position is part of a four-person team and will report to the Residential Sector Lead. The successful candidate will join CEE at a critical time for energy efficiency programs in the United States and Canada. With utility priorities and goals shifting to increasingly emphasize decarbonization and equity in addition to energy and demand savings, members come together through the consortium to promote technological advancements that support clean and affordable generation and energy delivery.

### Responsibilities

- Support initiatives for advancing efficiency and decarbonization objectives in new and existing home programs.
- Lead projects relating to implementation of Inflation Reduction Act, including coordination of members as well as collaboration with outside partners.
- Conduct secondary research on topics such as savings potential for new technologies, effective program design delivery approaches, opportunities associated with distributed energy resources, potential to reach underserved communities, unique partnerships across industry stakeholders, bundling measures, valuation of energy in the real estate market, financing options, quality assurance and verification, and market barriers to program adoption.
- Draft reports, studies, memoranda, position papers and other professional written products in support of organization and member needs.
- Facilitate member meetings via teleconference and in-person, and actively support members reaching consensus positions on critical topics.

- Assemble consensus positions to develop recommended strategies for driving the uptake of high performing homes that deliver energy efficiency, load management, and behavioral change impacts.
- Other duties as assigned.

## Requirements

- Undergraduate degree and two years of related experience, or master's degree. Relevant fields of study include: architecture, environmental science, building science, data science, engineering, or another subject requiring critical thinking and analytical capabilities.
  - *Note: This position is posted at two levels. If you have more experience than listed above, consider applying at the Program Manager level, linked here.*
- Knowledge of building science principles and high-performance homes is desirable.
- Strong organization and time management skills; ability to manage multiple priorities and project deliverables.
- Excellent written and oral communication abilities, including aptitude for planning and facilitating discussions with diverse stakeholders.
- Demonstrated research and data analysis skills; ability to analyze and synthesize quantitative information for different audiences.
- Strong people skills, service orientation, and capacity to work both independently and as part of a team.
- Proficiency with Microsoft Office software (e.g., Word, PowerPoint, Excel).
- Willingness to travel domestically, averaging approximately one trip per quarter.

## Compensation

Salary 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.

## Office Location

The CEE Office is located at the Ferncroft Corporate Center, 35 Village Rd, Middleton MA, and is convenient to I-95, Rt. 1, and Rt. 128.

## Application Information

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

- Resume
- Cover letter demonstrating your interest in the position, qualifications, and relevant work experience
- Writing sample (5 pages maximum) that demonstrates analytical reasoning skills.

## Contact

Please send application materials via e-mail to Emma Hanson at [ehanson@cee1.org](mailto:ehanson@cee1.org), noting the location you found this posting, as well as including the job title and your name in the subject line; for example, “John Smith—Program Associate, 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.*