



**Center for Energy
and Environment**

Employment Opportunity: Energy Efficiency Program Assistant

May 12, 2010

Center for Energy and Environment (CEE) is a non-profit that works to promote the responsible and efficient use of natural and economic resources through research, program implementation and policy advocacy. CEE is Minnesota's leading independent provider of energy efficiency programs, which helps inform its role as the state's foremost advocate for sound energy efficiency policies. It has implemented efficiency programs in partnership with utilities, private corporations, neighborhood organizations, municipalities and public agencies for over twenty-five years. CEE's portfolio of expanding programs and existing staff of leading energy efficiency practitioners offer an excellent growth opportunity for new staff.

The Center is seeking a talented and highly motivated individual to assist in implementing CEE's residential programs, which are experiencing unprecedented demand.

Responsibilities

- Work directly under the supervision of the Program and Policy Manager to perform a variety of project implementation tasks in support of a large residential program (3,000+ households served per year), and provide some assistance with policy endeavors
- Assist with external stakeholder coordination, including maintaining contact lists and setting up meetings
- Assist with tracking and reporting of program results, including preparation of reports
- Conduct research and prepare reports, fact sheets and other written material related to CEE programs
- Represent CEE in external meetings
- Produce a variety of content for websites, newsletters and other media
- Work with complex database system to help monitor and report program results
- Work well with and as part of a diverse team
- Provide logistical support to team, such as coordinating quality control visits with homeowners
- Provide support to CEE policy team

Qualifications

- Excellent verbal and written communication skills
- Basic knowledge of and experience with energy efficiency issues and projects
- Excellent quantitative and data manipulation skills
- Project implementation experience a plus
- Attention to detail and ability to identify problems and develop solutions
- Highly productive with use of time, including excellent time-management and organizational skills
- Basic computer and keyboard competency
- Minimum of three years work experience in a related endeavor

Compensation

Full-time position with benefits. \$30,000 - \$40,000 depending on qualifications.

To Apply

Send resume and cover letter to program_assistant_position@mncee.org ; or send by mail to: Center for Energy and Environment, Attn: Amanda Keith, 212 3rd Avenue North, Suite 560, Minneapolis, MN 55401. Applications may not be accepted after June 4th.