



## Residential Energy Efficiency Program Coordinator

May 24, 2013

The Massachusetts Energy Consumers Alliance (Mass Energy) is a nonprofit organization that has been working for over 30 years to make energy more affordable and sustainable. Our programs include energy efficiency, discount heating oil, and green power. This full-time position's primary role will be to connect consumers with the appropriate programs to save energy, save money, and reduce their carbon footprints. For the first 12-months, a large part of this employee's job will be spent promoting Renew Boston ([www.renewboston.org](http://www.renewboston.org)).

This is a results-driven position with goals based upon the number of consumers served and the amount of energy saved. Visit [www.massenergy.org](http://www.massenergy.org) to learn more about Mass Energy. Specific responsibilities include:

### Energy Efficiency Outreach

- Developing and implementing a comprehensive community-based outreach strategy
- Engaging community organizations and other partners
- Representing Mass Energy in collaborative outreach efforts
- Implementing direct outreach tactics, such as hosting events, giving presentations, maintaining social media, etc.

### Program Administration

- Analyzing program performance and trends to inform program design and local and state advocacy
- Tracking and reporting for internal, partner, and funder use
- Completing other general program support tasks as assigned

### Required qualifications:

- Bachelors Degree
- Strong written and verbal communication skills, including public speaking
- MS Office skills, including Word, Excel, and PowerPoint are required, and experience with other databases is favorable, especially Salesforce
- Ability to travel occasionally within Massachusetts and work on nights and weekends

### Desired qualifications:

- In-depth knowledge of Massachusetts rate-payer funded energy efficiency programs
- 1-3 years prior experience in community-based outreach, marketing, energy efficiency, or renewable energy

How to Apply: Bilingual candidates and individuals of diverse backgrounds are encouraged to apply. Residency in the City of Boston and knowledge of Boston neighborhoods is strongly preferred. We offer an excellent work environment, opportunity for advancement, competitive wages, and a progressive benefits package. Send cover letter and resume to [jobs@massenergy.org](mailto:jobs@massenergy.org) with the subject line "EE Program Coordinator." *No phone calls please.*