



Energy Smart Program Associate

JOB PURPOSE:

The Energy Smart program associate assists Minnesota businesses in achieving cost savings through energy efficient operations. Through direct and personalized assistance, the program associate helps businesses take full advantage of existing Minnesota utility Conservation Improvement Programs (CIP), as well as other products and services that achieve energy efficiency and cost savings.

The program associate will have a strong background in high quality customer service in the business sector, a personal commitment to helping organizations reduce energy use, and excellent communication and organizational skills. Experience promoting Minnesota's utility Conservation Improvement Programs (CIPs) and a fundamental knowledge of the energy-using systems of a building (envelope, lighting, etc.) is desired. The ability to effectively communicate options and motivate the business community to implement energy efficiency measures is necessary. This is a full-time position with benefits that involves travel within Minnesota. The position will report to the Energy Smart Program Manager.

SPECIFIC DUTIES:

1. Reach out to and engage the Minnesota business community through direct contact networking
2. Research, develop and utilize new business contact lists
3. Know and effectively communicate the details of MN business utility Conservation Improvement Programs
4. Assist businesses with the above CIP programs and implementation process
5. Have a solid understanding of energy efficiency opportunities and be able to walk a business through the process of identifying the best opportunities for energy savings
6. Perform Energy Smart site visits to businesses
7. Work closely with local chambers of commerce, economic development entities and business associations to coordinate workshops and other intensive campaigns to increase business participation in energy efficiency programs
8. Manage case load and conduct consistent follow through on all services provided
9. Maintain accurate records of business participation
10. Continuously update database with program results
11. Carry out other tasks as assigned by the Program Manager or Executive Director

QUALIFICATIONS:

1. Bachelors degree (or higher) in a related field
2. Experience working for a business or otherwise serving the business community
3. Able to multi-task and manage several projects simultaneously
4. Solid knowledge of energy efficiency and utility Conservation Improvement Programs
5. Experience or training in conducting business energy assessments
6. Ability to create and maintain positive working relationships with employees, owners of small to large businesses, utility representatives and others
7. Excellent presentation, marketing and research skills. Able to present utility CIPs to both large and small audiences, motivating businesses to take action on energy efficiency
8. Excellent communication, research and organizational skills
9. Proficiency in data collection and management, Excel, Power Point, etc.
10. Ability to work independently with minimal direction and as part of a cohesive team
11. Vehicle required for travel, will be reimbursed for mileage

RELEVANT INFORMATION:

This position will be posted from June 24th through July 16th.

Please e-mail (preferred) or mail resume and cover letter explaining qualifications to:

Energy Smart

Attn: Jill Curran

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St. Paul, MN 55101

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