

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: PROGRAM ASSISTANT
REPORTS TO: DIRECTOR OF PROGRAMS

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED –

(Check www.energymaine.com/opportunities/ for status updates)

ABOUT THE EFFICIENCY MAINE TRUST

The Efficiency Maine Trust (the Trust) is the independent administrator for energy efficiency programs in Maine. The Trust's mission is to lower the cost and environmental impacts of energy in Maine by promoting cost-effective energy conservation and alternative energy systems. More information on the Trust's energy programs can be found at www.energymaine.com.

GENERAL POSITION SUMMARY

The Program Assistant is a junior staff position that supports the Trust Staff in all aspects of delivering the Trust's portfolio of seven energy conservation programs. These programs assist all customers in Maine, from large manufacturers to low income homes, in upgrading to high-efficiency lighting, heating, weatherization, refrigeration, and other systems. Successful candidates should have a strong interest in energy efficiency, conservation, and clean energy. Good communication skills and computer skills are a must. Basic skills to help with data analysis, budgeting/accounting, and project management is also helpful. This position contributes to a dynamic, fast-paced, mission-driven work environment.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES (include but are not limited to)

- **Project Management:** Assist with management of discrete initiatives related to implementation of the Trust's programs. This responsibility includes tracking, analyzing, and reporting on project tasks; assisting or managing program implementation by contractors or sub-contractors; developing competitive solicitations.
- **Research and Analysis:** Prepare and deliver analysis and recommendations regarding proposed energy conservation measures or projects, program strategies, or past performance.
- **Customer Outreach:** Prepare or review market research about Maine's energy customers and energy equipment; Develop, and/or manage sub-contractors in the development of outreach materials, including web pages, content or scripts for advertisements, brochures, fact sheets, forms, power point presentations, etc.; Disseminate outreach materials and make presentations to potential energy efficiency contractors and/or customers to drive demand for energy efficiency programs.
- **Data Requests:** Compile and synthesize information for responses to data requests from the Trust Board, Public Utilities Commission, Maine Legislature, ISO-New England, program evaluation contractors, national energy efficiency organizations, and other entities; coordinate and track the Trust's responses to industry surveys. Responsibilities may include collecting, analyzing, and presenting data using graphics.
- **Reports/presentations:** Assist in the preparation of the Trust's publications and presentations including the Annual Report, Triennial Plan, Annual Updates to the Triennial Plan; develop graphs and charts.

SUPERVISORY RESPONSIBILITIES

- Position currently has no supervisory responsibilities over other members of the Trust staff.

POSITION REQUIREMENTS AND PREFERENCES

- Education -- Bachelor's degree required.
- Experience -- Preference for candidates demonstrating experience: Working in an office; Working on teams; Handling tasks associated with project management, such as developing a plan, proposing the plan for approval, organizing and implementing the plan, providing periodic status reports, analyzing and reporting on the results; Using project planning and management software; Using databases; Planning and running meetings; Making "cold calls" by email, phone, and in person.
- Skills Required –
 - Teamwork – Ability to foster teamwork, establish and maintain positive working relationships with others, both internally and externally, to achieve goals of the organization and to build a culture of customer service.
 - Critical thinking – Ability to assess program designs, project proposals, program performance, budget priorities, energy technologies, funding opportunities, and proposed innovations or reforms with objective analysis and a critical eye to maximize the effectiveness and integrity of the Trust's programs.
 - Communications – Ability to speak, write and present in a clear, thorough and timely manner using appropriate and effective communication tools and techniques; Demonstrated success in developing a clear understanding of the intended meaning of others; Ability to communicate across all levels of the organization; Ability to handle phone calls professionally;
 - Problem solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve the problem.
 - General -- Capacity to use computers effectively and efficiently; Attention to detail; Flexibility in handling multiple assignments at the same time.
- Skills Preferred –
 - MS Word, MS Excel, PowerPoint;
 - Ability to type rapidly; and
 - Ability to engage in conversation comfortably with customers, contractors, and stakeholders.
- Knowledge Preferred – Familiarity with efficient energy equipment or systems in the home or business, Maine's energy customers, Maine's energy services contractors and vendors, Maine communities and organizations that play a supporting role in helping consumers deal with energy issues; Programs promoting Demand Side Management, Energy Efficiency or Demand Response.

Working Conditions

Usually works in an office environment in Augusta, Maine. Occasional travel required.

Physical Demands

Most duties performed from seated position, with occasional standing and walking. Frequent use of computer keyboard and monitor, requiring finger dexterity and eye-hand coordination and ability to understand what is on the monitor.

Compensation

Compensation will be commensurate with qualifications and experience, and consistent with applicable laws. A competitive benefits package is offered including employer subsidized health and dental plans, short-term and long-term disability insurance, life insurance, and retirement plan with employer match. Efficiency Maine Trust is an equal opportunity employer.

Next Steps

Please send a resume and cover letter indicating that you are applying for the position of Program Assistant and describing your interest in Efficiency Maine and relevant qualifications. If you do not live in Maine, describe your interest in the state. Include a brief writing sample. Send all materials to Michelle.Fenlason@efficiencymaine.com.

This job description is not designed to cover or contain a comprehensive list of all activities, duties, or responsibilities that are required in this position. Other duties are as assigned or as priorities of the Trust dictate.
