

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 (“Efficiency Maine” or “the Trust”) is the administrator for programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. Efficiency Maine serves all sectors and all regions of the state. Its suite of programs provides consumer information and financial incentives for the purchase of high-efficiency, clean-energy products. Key elements of the Maine Climate Council’s climate action plan are implemented by Efficiency Maine. The Trust is an independent, quasi-state agency. More information on Efficiency Maine can be found at energymaine.com.

GENERAL POSITION SUMMARY

The Program Assistant is a junior staff position that supports all aspects of delivering the Trust’s portfolio of energy conservation programs. Example tasks include:

- Develop educational content related to Efficiency Maine programs for print and web;
- Develop and update training materials;
- Compile and report data on completed projects;
- Research new and emerging technologies and the efficiency programs of other states;
- Shadow vendors in the field, gaining first-hand experience how clean energy and energy efficiency programs are implemented;
- Collaborate with trade allies, industry groups, community organizations, and state agencies;
- Prepare materials for and set-up and exhibit at events;
- Present to various stakeholders;
- Help respond to media inquiries;
- Assist with contract administration; and
- Develop marketing campaigns and testimonial pieces.

This position has professional development opportunities that provide training and experience necessary to become a program manager. Good communication, research and computer skills are a must. Experience with project management and an interest in energy and Efficiency Maine’s mission are helpful. This position contributes to a dynamic, fast-paced, mission-driven workenvironment.

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

1. **Project Management:** Assist with planning, implementation and reporting of Efficiency Maine programs. This responsibility includes managing implementation by sub-contractors.
2. **Marketing:** Prepare or review market research about Maine’s energy customers and energy equipment; participate in the development of outreach materials, including web pages, copy for advertisements, brochures, fact sheets, forms, PowerPoint presentations, radio and video public service announcements, etc. Make presentations to contractor associations, consumer groups, and community organizations to drive demand for energy efficiency programs.
3. **Research, Analysis and Presentations:** Prepare and deliver analysis and recommendations regarding proposed energy conservation measures or projects, program strategies, or past performance. Collect, analyze, and/or present information for the Trust Board, Public Utilities Commission, Maine Legislature, ISO-New England, program evaluation contractors, energy efficiency industry organizations, and other entities. 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; Collaborating as part of a team; Project management, such as developing a plan, proposing the plan for approval, organizing and implementing the plan, providing status reports, analyzing and reporting on the results; Using project planning and management software; Using spreadsheets and databases; Planning and running meetings; Making “cold calls” by email, phone, and in person.
- Skills Required –
 1. 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.
 2. Communications – Ability to observe, ask relevant questions, and listen intently to gain actionable insights; 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.
 3. Project management – Ability to develop plans with clearly assigned tasks, assignments, and due dates; gain buy-in from participants and keep the project on schedule.
 4. Process thinking – Ability to understand and document steps needed to accomplish goals in a repeatable, sustainable, and scalable fashion.
 5. Problem solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve the problem.
 6. General – Capacity to use computers effectively and efficiently; Attention to detail; Flexibility in handling multiple assignments at the same time.
- Knowledge Preferred – Familiarity with energy and energy efficiency topics.

Working Conditions

Usually works in an office environment, with opportunities for some remote work with supervisor approval. Occasional travel required around Maine.

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. Responsibilities include support for conferences and other events, such as carrying boxes and exhibit equipment to and from event locations, setting up and packing up booths, and engaging with conference attendees.

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. Send all materials to hr@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.
