

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: PROGRAM SPECIALIST
REPORTS TO: PROGRAM MANAGER
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED
LOCATION: PORTLAND, ME OR AUGUSTA, ME

(Check <https://www.efficiencymaine.com/careers/> for status updates)

ABOUT THE POSITION

The Program Specialist is a junior staff position that supports all aspects of delivering the Trust's portfolio of energy conservation programs. This position is likely to focus on Efficiency Maine's business programs but may have other areas of focus depending on organizational need and the knowledge and background of the candidate. 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 energy efficiency or commercial buildings and heating systems is helpful.

Working at Efficiency Maine means being part of a mission-driven, innovative organization where your work directly contributes to a more energy-efficient future for Maine. Staff value the opportunity to make a real impact through nationally recognized programs, collaborate with smart and supportive colleagues, and continuously grow through challenging projects and professional development. Efficiency Maine offers hybrid work options, potential to shape your roles and responsibilities, and a culture supportive of work-life balance.

Please note that this job description is not a comprehensive list of all activities, duties, or responsibilities required in this position.

NEXT STEPS

Please send a **resume** and **cover letter** indicating that you are applying for the Program Specialist position and describing your interest in Efficiency Maine and relevant qualifications. If you do not currently live in Maine, describe your interest in the State. Send all materials to hr@efficiencymaine.com.

COMPENSATION AND BENEFITS

Efficiency Maine is committed to fair employment practices and employee pay equity. We do not discriminate based on protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation) in the payment of wages or screen applicants based on their current or past compensation. We determine salary by reviewing your application materials to evaluate your related education, experience, and training. Efficiency Maine is an equal opportunity employer.

Salary Range: \$58,000-\$62,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, and equitable salary placement among staff.

Benefits:

- Health insurance (with deductible and eligible co-pay reimbursed 100%) and dental insurance
- Hybrid working arrangement with offices in Portland and Augusta

- 20 days paid time off and 13 holidays per year, plus 2-week longevity leave every seven years
- 401(a) and 457 retirement plans with Efficiency Maine's contribution of up to 5% of your salary
- Flexible health and dependent-care spending accounts
- Employer-paid life insurance, short-term disability insurance, and long-term disability insurance
- Employee assistance program

MORE ABOUT THE POSITION

Sample tasks include:

- Assist the program team in identifying opportunities for continuous improvement and program growth, particularly through implementing surveys, identifying customers, and outreach and marketing efforts.
- Support the development of outreach and marketing materials, such as web pages, case studies, blog posts, emails, and fact sheets, to promote the benefits of efficiency measures. Present and staff Efficiency Maine booth at community and industry events.
- Shadow trade allies in the field, gaining first-hand experience on how energy efficiency programs are implemented.
- Collaborate with trade allies, industry groups, community organizations, and state agencies.
- Compile and report data on completed projects.
- Research new and emerging technologies and other efficiency programs.
- Assist with contract administration.

Essential Skills:

- Project management – Ability to develop plans with precise tasks, assignments, and due dates; gain buy-in from the members of the project team and market participants; and keep projects on schedule.
- Communications – Ability to speak, write, and present effectively; Ability to observe, ask relevant questions, and listen intently to gain actionable insights; Ability to communicate technical information to a broad range of stakeholders.
- Problem-solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and decide on the next steps.
- Teamwork – Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals and build a culture of customer service.

Position Requirements and/or Preferences:

- Education: Bachelor's degree required.
- Preference for candidates demonstrating experience: Working in an office; Collaborating as part of a team; Project management; Using project planning and management software; Using spreadsheets and databases; Planning and running meetings; Making “cold calls” by email, phone, and in person.
- Technical knowledge of commercial buildings, building energy systems, and/or energy efficiency is a plus.
- Authorization to work in the United States.

ABOUT EFFICIENCY MAINE

Efficiency Maine is an independent, quasi-state agency that runs programs in Maine promoting energy efficiency, beneficial electrification, and demand management. Our nationally recognized programs offer financial incentives, technical information, and a network of independent contractors to help homeowners and businesses save money and reduce their greenhouse gas emissions. Visit efficiencymaine.com for more information.

WHY YOU'LL LOVE WORKING HERE

Make an Impact That Matters

Be part of a mission-driven team advancing Maine's clean energy future. Your work directly shapes nationally recognized programs that make a real, measurable difference in people's lives and in the environment.

Pioneer Cutting-Edge Solutions

You'll take on projects that challenge you, inspire you, and let you see the tangible results of your effort. You'll work on cutting-edge solutions that few organizations are pioneering.

Grow Your Career

We're big enough to offer clear career paths and deep expertise, but small enough to provide opportunities for you to explore new roles, stretch your skills, and keep learning.

Join a Team You Enjoy

Work with smart, supportive, kind-hearted colleagues who bring out the best in each other. Collaboration is how we operate. Our culture is friendly, inclusive, and genuinely enjoyable—you'll look forward to coming to work.

Work Flexibly, Live Fully

With hybrid schedules and true work-life balance, you can do meaningful work while keeping time for what matters most. We offer flexibility to work from our Portland office or Augusta office, with up to two days of remote work.

Count on Great Benefits

Enjoy competitive salaries, excellent health insurance (with reimbursement of eligible deductibles/co-pays), strong paid time off (20 days plus 13 holidays, plus 2-week longevity leave every seven years), 401(a) and 457 retirement plans with employer contribution up to 5% of salary, flexible spending accounts, employer-paid life and disability insurance, and employee assistance program.