

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: PROGRAM ASSISTANT
REPORTS TO: SENIOR PROGRAM MANAGER
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 programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. The Trust serves all sectors and all regions of the state. Its suite of programs provide education on and financial incentives for the purchase of high-efficiency products or changes to operations. The Trust is an independent, quasi-state agency governed by a Board of Trustees with oversight from the Maine Public Utilities Commission. More information on Efficiency Maine can be found at 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 energy conservation programs. 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 Efficiency Maine's mission are helpful. This position contributes to a dynamic, fast-paced, mission-driven work environment.

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

1. **Program Management:** Assist with management of projects related to implementation of the Trust's programs. This responsibility includes tracking and reporting on project tasks as well as assisting or managing program implementation by 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, etc. Make presentations to contractors and homeowners 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; 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 –
 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 keeping 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, although working remotely may be required during the current COVID-19 pandemic situation. 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 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.
