

Project Coordinator/Energy Advisor: Job Description
July, 2020

Summary

Alaska Heat Smart (AHS), a Juneau based nonprofit organization, is looking for a self-motivated individual to manage and implement our home energy advisory program. AHS advises homeowners on improving energy efficiency and converting to air-source heat pumps. The project coordinator identifies candidate homeowners and coordinates with customers to set up or conduct home energy assessments that help homeowners decide what heat pump equipment will work best for them. Responsibilities include coordination with a major federally funded energy efficiency pilot program. The position reports to the AHS Board of Directors, which provides active assistance and oversight.

Responsibilities and Duties

Oversee program development and implementation.
Analyze data to identify potential candidate residences and evaluate program effectiveness.
Perform or oversee initial customer contact, administration of intake forms, and obtaining homeowner commitment.
Supervise other energy advisors & schedule home energy assessments.
Conduct home energy assessments.
Execute project marketing (social media, radio, public presentations) & prepare educational and customer materials.
Track and manage project expenses with the project's bookkeeper and Board Treasurer.
Coordinate with other energy efficiency programs and research projects.
Follow up with customers periodically to ensure their quality experience and collect post-installation energy data.
Analyze project data, prepare and present summaries and reports.

Preferred qualifications and skills

Experience in the building trades or energy efficiency field.
Experience in marketing and social media.
Supervisory and program management experience.
Energy efficiency-related certifications or training.
Experience in data analysis and presentation.
Proficient with office software (Google Apps, word processing, spreadsheet, project management).
Excellent written and oral communication (customer relations and public presentation).

Salary

The person will work an estimated 30-40 hours per week. Salary depends on experience..

Application

To apply, provide a letter of interest and resume to: Steve Behnke, steven.r.behnke@gmail.com
Recruitment open until position filled