Title: Program Assistant
Reports to: Energy Program Manager
Location: Bellingham, WA
Status: Regular/Full-Time, Non-Exempt
Application Deadline: Application Review will begin Feb. 28, 2018; position is open until filled

Summary
Join Sustainable Connections, an entrepreneurial non-profit founded in 2002 that works with dozens of partner organizations, over 2,000 businesses a year, and engages thousands of community members.

The Program Assistant provides support for three of our programs: Energy Efficiency & Renewables (~60%), Green Building & Smart Growth (~20%), and Sustainable Business Development (~20%). For the Energy Program, this position plays a central role tracking implementation of energy savings measures, making sure businesses are saving on their utility bills, and supporting a dynamic group of three other staff who work directly in the Commercial Community Energy Challenge.

This role will also provide assistance to the Green Building & Smart Growth and Sustainable Business Development Programs. The Green Building & Smart Growth program promotes healthy and efficient buildings and vibrant neighborhoods so that we have an improved quality of life. The Sustainable Business Development program focuses on Toward Zero Waste, Sustainability Reporting, and Business Education. The Program Assistant supports the Sustainable Business Manager in providing waste audits, business outreach, quarterly grant reporting, and educational events.

This position is geared towards someone with strong analytical, database, and communication skills with an interest in helping businesses and our community at large strengthen their sustainability performance, minimize environmental impacts, and improve our quality of life.

Responsibilities

Energy Program Support (~60% of time)

- Client Intake
  - Schedule energy assessments and coordinate payment with clients
  - Obtain data release forms from customers, track data release forms close to expiration; update new and renewed expiration dates, account numbers, and meters

- Database management
  - Transfer or enter data for new participants and regularly update data for existing participants (i.e. assessment notes, calculations, utility rebates, project tracking, etc.)
  - Track energy efficiency measure implementation through communication with other members of the energy team and enter information into Access database
  - Maintain and optimize utility energy management databases

- Outreach
  - Periodically represent the energy program at events
  - Assist in creating newsletters, press releases, case studies, and other written marketing materials
  - Work with the Energy Advisor to conduct additional outreach as needed

- Assessments/Reports
- Get basic information about participating businesses and create packets for new participants
- Take initial steps to prepare Energy Savings Reports such as entering basic information about building information, benchmarks, and providing boilerplate language on recommendations
- Upon completion of the Energy Savings Reports, enter data into Access database and Salesforce (CRM database)
- Generate Quarterly Savings Reports for participating sites in the Resource Conservation Management program
- Grant Reporting
  - Generate monthly and quarterly reports on completed assessments and projects for grant reporting

**Green Building & Smart Growth Program Support (~20% of time)**

- Program communications and event logistics
- Green building and smart growth market development
- Infill and alternative housing options for Bellingham
- Water resiliency program development

**Sustainable Business Development Program Support (~20% of time)**

- Assist with and conduct waste audits
- Help produce Toward Zero Waste action plans
- Toward Zero Waste benchmarking and reporting
- Business outreach and recruitment for Toward Zero Waste participants
- Data collection and analysis for quarterly grant reporting
- Assist with the Food Recovery Initiative – redistributing edible food

**Experience/Education Requirements**
An associate degree or at least two years of equivalent education or experience beyond high school in areas of energy studies, database management, sustainability reporting, and/or software programming preferred.

**Skills & Qualifications**
*The ideal candidate:*
- Is highly skilled with MS Office, especially Excel, and experience with Access, Salesforce, and/or utility databases are a bonus
- Is able to generate new ideas to innovate programs and improve the efficiency of our processes
- Has good problem solving skills and strong attention to detail
- Works well in teams and has effective communication skills
- Is able to prioritize a busy workload and excels in an open office environment
- Has a demonstrated ability to take initiative and work proactively and independently
- Familiarity with sustainability reporting frameworks, waste reduction, and recycling
- Is aligned with Mission of the organization; passionate about waste reduction, resource efficiency, and sustainably built and designed communities; and is excited to further the Programs of Sustainable Connections

**Compensation**
This is a full-time, regular, non-exempt position; salary range is $16-18/hr. Benefits include starting with 16 days paid time off/year and a 6-day holiday break from Dec. 25-Jan 1. Additional benefits include a great office space adjacent to downtown Bellingham, fun and supportive coworkers, a flexible working
schedule, and the opportunity to help lead a nationally recognized organization! **Preferred start date is March 26th** (ideally at least some availability for training last week of March).

**To Apply:** Qualified applicants should send a cover letter, resume, and three professional or academic references by email only to info@sustainableconnections.org. Please write “Energy Program Assistant Application” in the Subject. **Priority Application Deadline is Wed. 2/28; position is open until filled.**

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.*