



Organization: Sustainable Connections

Title: Commercial Energy Advisor

Primary Work Location: 1701 Ellis Street, Suite 221, Bellingham, WA 98225

Term: Full-time (40 hours weekly), hourly, regular, non-exempt

Physical attendance requirement (% of time on site): 50%

Reports to: Energy and Green Building Program Manager

Application deadline: 11:59PM on Monday, 10/23/2023. Applications received afterwards will still be reviewed. Position open until filled.

Desired start: December 1, 2023

About Us:

Join [Sustainable Connections \(SC\)](#), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to advance a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington.

Summary:

The Commercial Energy Advisor supports the Energy and Green Building Program by playing a central role in the commercial division of the nationally recognized [Community Energy Challenge \(CEC\)](#). The CEC is a community-based energy efficiency program operating in Whatcom, Skagit, Island, and San Juan Counties. The Commercial Energy Advisor performs on-site commercial building energy audits and provides participants with energy saving recommendations. They utilize their strong technical and communication skills to support businesses in implementing energy saving projects from start to finish. The Commercial Energy Advisor utilizes their developed analytical skills & background in commercial energy efficiency along with a passion for supporting their team and local businesses!

Primary Responsibilities:

- Conduct energy audits in a wide variety of commercial buildings according to ASHRAE Level 1 and Level 2 guidelines
- Analyze historical energy use patterns, identify anomalies, and determine whether they represent savings opportunities
- Prepare reports with customized recommendations for saving energy and water, including energy and/or cost savings calculations for individual recommendations
- Conduct follow-up meetings with building owners and facilities staff to answer questions and devise a plan for action
- Track implemented projects using Salesforce

- Offer advice and information to participants on other SC sustainable business practices and offerings, including SC business membership
- Collaborate with SC staff who conduct energy assessments to ensure best practices are followed and all staff are proficient in protocols
- Communicate with many outside partners including partner organizations, utilities, contractors, local government, and financial institutions
- Act as a local, on-site program representative to customers and contractors, to encourage participation in the program and overcome barriers
- Perform other related duties and assume other related responsibilities as may be assigned by the Energy & Green Building Program Manager

Required skills & qualifications:

- Great passion for the mission of Sustainable Connections
- At least three years of relevant work experience or equivalent education, including demonstrated experience in commercial building energy efficiency
- An excellent technical skillset including: familiarity with commercial building equipment and construction, the ability to perform energy savings calculations, and the ability to analyze utility usage patterns
- Ability to use multiple computer programs for data input and analysis, implementation tracking, communication, etc.
- Strength in establishing and maintaining strong working relationships with a variety of staff and community members
- Ability to distill and articulate complex information for varied audiences through outstanding verbal and written communication
- Proven competence in assessing priorities, managing a variety of activities in a time-sensitive environment, and meeting deadlines with attention to detail and quality
- Demonstrated ability to take initiative and work proactively, both independently and in teams
- Ability to work effectively in an open office environment
- Physical ability to perform routine audit activities such as using equipment, climbing ladders, lifting up to 20 pounds, crawl in confined spaces
- Ability to travel to audit locations in Whatcom, Skagit, Island, and San Juan Counties

Bonus points given for:

- An academic degree in Energy Studies, Environmental Science, Engineering, HVAC Systems Management, or related fields
- Certified Energy Manager (CEM), Certified Energy Auditor (CEA), or similar professional qualification; OR eligible to sit for the CEM exam within one year
- Experience using the Microsoft Office Suite, SharePoint, Asana, and/or Salesforce

Compensation & benefits:

The starting hourly rate for this position is from \$25 to \$32 depending on qualifications and experience. Benefits for first year, regular, full-time employees include:

- 26 days per year of paid time off (PTO) to be used for any purposes
- An individual benefit of \$450 per month
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Budget to pursue professional development (ex: conference, coursework)
- A flexible work schedule
- 25% discount on nursery plant material
- 27.24% of employee's share of the Washington Paid Family & Medical Leave premium
- Mileage reimbursement for travel to & from temporary duty stations
- Additional forms of leave of absence: up to 40 hours additional PTO for jury duty service, up to 40 hours additional PTO for jury duty service, leave without pay, Washington Paid Family & Medical Leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references by email to maryt@sustainableconnections.org by the application deadline listed above.

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 our organization and all employees to ensure there is no discrimination against any employee or job 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.

Individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Mary Tully, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations to qualified individuals.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.