



Title: Commercial Energy Advisor

Reports to: Energy & Green Building Program Manager

Status: Permanent/Non-Exempt

Primary Work Location: Sustainable Connections office, 1701 Ellis St., Bellingham, WA

Physical Attendance Requirement: 75% on-site work and time in community required.

Application Deadline: July 6, 2026, at 11:59 PM

Desired Start: September 1, 2026

About Us

Sustainable Connections advances a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington. We envision a region of informed and engaged communities where all people have access to fresh local food, live in affordable and healthy housing, make a living doing what they love, and have the lightest possible impact on the environment. We make this vision a reality by leading the transition to a regenerative local economy. Regenerative economies move away from extractive business models and work in harmony with nature and society to foster ecological restoration, community resilience, and social equity.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all the criteria listed here.

Summary:

The Commercial Energy Advisor supports Sustainable Connections' Energy & Green Building Program and [Community Energy Challenge \(CEC\)](#). The CEC is a community-based energy efficiency program in partnership with the Opportunity Council, operating in Whatcom, Skagit, Island, San Juan, and Snohomish Counties. The Commercial Energy Advisor supports commercial clients with Clean Building Performance Standards compliance, performs on-site commercial building energy audits, and provides participants with energy saving capital project and direct-install opportunities.

Primary Responsibilities:

Clean Building Performance Standards (CBPS) Compliance Support

- Develop and implement Sustainable Connections' CBPS compliance service offering, including establishing workflows, templates, and internal processes to support commercial clients.
- Conduct targeted outreach to prospective CBPS clients, manage the client intake process, and serve as a primary point of contact for ongoing client communication and relationship management.
- Review client building portfolios to determine Tier 1 and Tier 2 coverage, establish EUI baselines, compare against ASHRAE Standard 100-2018 targets, and identify compliance gaps.
- Assist clients in preparing Operations & Maintenance (O&M) and Energy Management Plans (EMP), organize required compliance documentation, and guide clients through accurate and timely submissions via the Clean Buildings Portal.
- Research available CBPS financial incentives and grants, support client application preparation, and assist with exemption applications where applicable.
- Obtain and maintain active Qualified Energy Manager (QEM) certification to support client engagements and ensure compliance advisory services meet Washington State standards.

Energy Assessments/Audits

- Conduct energy audits in a wide variety of commercial buildings according to ASHRAE Level 1 and Level 2 guidelines as appropriate.
- 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 audit, implemented projects, and other client data using Salesforce and other databases.

Energy Project Development

- Evaluate contractor bids for competitiveness, completeness, and incentive program eligibility; compare proposals and advise business owners on equipment installation options.
- Develop project financial and energy savings analysis.
- Work with utility partners/agencies to determine eligible rebates and incentives.
- Complete quality assurance inspections for installed capital improvement projects and issue change orders to contractors when needed. Help businesses complete utility rebate applications.

Additional Duties

- Offer advice and information to participants on other Sustainable Connections' sustainable business practices and offerings, including Sustainable Connections business membership.
- Communicate with external partners including partner organizations, utilities, contractors, local government, and financial institutions.

- Coordinate with Energy & Green Building program staff to support clients through the audit and implementation pipeline
- Collaborate with other Energy & Green Building program staff to design, refine, and improve program strategy, including project and program workflows, incentive structures, eligibility criteria, and contractor engagement and training.
- 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 as assigned by the Energy & Green Building Program Manager.

Required Skills & Qualifications:

- Passion for the mission of Sustainable Connections
- Qualified Energy Manager (QEM) certification (or ability to obtain QEM certification within 90 days of employment)
- At least two years of relevant work experience and/or equivalent education, including demonstrated experience in either facilities management, CBPS compliance support, and/or 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
- Ability to safely perform routine energy audit activities, including using inspection equipment, climbing ladders, lifting up to 20 pounds, and working in confined spaces
- Ability to travel to audit locations in Whatcom, Skagit, Island, San Juan, and Snohomish Counties. Company vehicle provided; valid driver's license and clean driving record required.

Desired Skills & Qualifications:

- An academic degree in Energy Studies, Environmental Science, Engineering, HVAC Systems Management, or related fields
- Professional Engineer, Certified Energy Manager (CEM), Certified Energy Auditor (CEA), Energy Manager In-Training (EMIT), or similar professional qualification; OR eligible to sit for the CEM exam within one year
- Experience working within Latino, rural, and tribal communities

- Proficiency with Microsoft Office Suite, SharePoint, Asana, and Salesforce (or similar CRM and software tools)
- Extra consideration will be given to candidates who are bilingual in English and Spanish

Compensation & Benefits:

The full range for this position is \$28-\$37.74 per hour, with an anticipated starting annual hourly range from \$28 to \$32.35 depending on qualifications and experience. Benefits for first-year, full-time employees (working 40hrs/week) include:

- 41 days of paid time off per year (inclusive of holidays, sick, PTO).
- \$650 per month individual benefit in lieu of health insurance benefits.
- Flexible work schedule.
- Professional development budget.
- Up to 3% SIMPLE IRA employer match to non-designated retirement plan.
- Mileage reimbursement and additional leave benefits.
- Supportive, inclusive, mission-driven work environment.

To Apply:

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to danielleh@sustainableconnections.org by the application deadline listed above.

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.

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

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