

**Organization:** [Sustainable Connections](#)

**Title:** Energy and Green Building Program Assistant

**Location:** Sustainable Connections office, 1701 Ellis St., Suite 221, Bellingham, WA

**Term:** Permanent, Full-time (40 hours/week), Hourly, FLSA Non-Exempt

**Physical attendance requirement (& of time on site/in office):** 75% on-site work and time in the community required

**Reports to:** Energy and Green Building Program Manager

**Application Deadline:** January 4, 2024, at 11:59pm

**Desired start date:** February 1, 2024

**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.

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!

**Summary:**

This person in this position supports the Energy and Green Building Program by playing a central role in tracking the implementation of energy-saving 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, the flagship campaign of the program. Providing outreach support for other Energy and Green Building initiatives and events throughout the year is also a key component of this role. Someone with attention to detail, an interest in energy efficiency, and an outgoing personality would excel well in this position.

**Primary Responsibilities:**

**Client Intake:**

- Schedule energy assessments and coordinate payment with clients
- Obtain and update building information in Salesforce
- Track project and audit status in Asana, the project management software

**Data 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 Salesforce
- Obtain and process energy use data from utility databases
- Provide quality control checks on data monthly
- Generate monthly, quarterly, and yearly reports on completed assessments and projects for grant reporting

**Public Outreach and Education:**

- Compose newsletters, social media content, and program blog posts

- Table, provide presentations, event support, and other public outreach activities
- Identify new opportunities to promote programs
- Coordinate outreach efforts with project partners, including other non-profits and local government

**Required Skills and Qualifications:**

- Experience with the Microsoft Office suite (especially Excel)
- Passion for the mission of the organization and excitement to support Energy & Green Building Program
- Outgoing personality, enjoys initiating conversation & forging new connections in a professional setting
- Excellent written communication skills and the ability to write formally (reports) and informally (social media posts, blog posts)
- Equally excited about spending a day talking with business owners and organizing a database
- Ability to work well in a team and independently and to take initiative to further program aims
- Ability to prioritize multiple tasks and meet deadlines while maintaining attention to detail

**Desired Skills & Qualifications:**

- Ability to excel when working in an open office environment
- Confidence collaborating with businesses and partners from diverse backgrounds
- Experience with Salesforce or similar CRM platform MailChimp, and Asana

**Extra consideration is given to those with:**

- Bilingual fluency in at least one language aside from English that is prevalent in Whatcom
- Experience with sustainable business practices
- Familiarity with businesses in Whatcom County

**Compensation:**

This is a permanent, full-time (40 hours/week), non-exempt position to be compensated at \$18-20/hour.

Benefits for first-year, regular, full-time employees (working 40hrs/week) include:

- 26 days per year of paid time off
- An individual benefit of \$450 per month
- A very flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

**To apply:**

Email a cover letter and resume with the contact information for three professional references to [maryt@sustainableconnections.org](mailto:maryt@sustainableconnections.org).

*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.*