



POSITION ANNOUNCEMENT

Energy Efficiency Marketing Specialist

The National Center for Appropriate Technology (NCAT) is seeking an energy marketing specialist to market energy assessments for commercial and institutional buildings. This is a regular, full-time position providing an excellent opportunity to work with a dedicated and professional staff on both state and national projects. The position will be based at NCAT's headquarters in Butte, Montana. NCAT is a private non-profit organization that works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities.

QUALIFICATIONS: This is an excellent opportunity for the ideal candidate with a combination of education and experience in energy and marketing, business management, or business development. Minimum requirements include a background in energy or building operations. A BS degree or equivalent in business development, marketing, finance, business planning, or value-added enterprise development is also required.

RESPONSIBILITIES:

- Market and promote NCAT energy efficiency services
- Communicate with potential customers and participants to enroll in programs that will identify energy efficiencies and energy cost savings
- Work directly with energy engineers responsible for building assessments to identify future program participants
- May assist in energy assessments of commercial and industrial sites
- Develop marketing materials for energy efficient projects
- Communicate via email, telephone, and in person to gather and disseminate information to participants
- Work with other energy specialists to identify needs and appropriate delivery methods
- Assist in project-development activities
- May attend conferences, workshops, seminars, and related events in support of project duties

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: NCAT is a mission driven organization and the successful candidate must be fully supportive of its mission. Demonstrated interest and knowledge in promoting sustainable energy is required. Excellent communication skills, including public speaking, writing and proposal development are very important in this position. Must be able to travel.

SALARY AND BENEFITS: Salary range is \$25,000 - \$36,000 depending on qualifications and experience. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional office environment.

APPLICATION PROCESS: This is an exciting opportunity to develop a career in sustainable energy. If you are interested in providing practical advice, have the right education and practical energy experience, please apply. Applicants will be accepted through February 2, 2009 or until a suitable candidate can be identified. Applications will be considered as they are received. Early applications are encouraged. All persons interested in being considered for the position must submit a cover letter highlighting their experience and skills relevant to the listed qualifications, a current resume and a completed NCAT application form. For further information or to receive an application form, please contact Jody Krzan in the Butte, MT office at (406)494-4572, email: jodyk@ncat.org. Incomplete applications or references on the application to “see resume” will not be considered. Applicants can visit NCAT’s website at www.ncat.org for a gateway to websites and projects developed by NCAT staff. Send completed application material to Jody Krzan, NCAT Personnel Office, P.O. Box 3838, Butte, MT 59702.

Note: This general job description reflects the job duties, knowledge and skills typically needed for this type of position. It is not all-inclusive and other duties may be assigned to the position to facilitate a productive working environment.

It is NCAT’s policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veteran status.

National Center for Appropriate Technology Mission Statement

Helping people by championing small-scale, local, and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources.

NCAT Regional Offices:

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