



## POSITION ANNOUNCEMENT

# Energy Program Administrative Assistant

The National Center for Appropriate Technology (NCAT) is a private non-profit organization whose mission is to help people by championing small-scale, local, and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources. NCAT is seeking an Energy Program Assistant to work with all of our energy programs, including: AgriSolar, Energy Services, Low Income Home Energy Assistance Program (LIHEAP), Residential Energy, and Energy Codes. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in sustainable energy and agriculture.

NCAT's Energy Services work with commercial buildings and agricultural energy systems to develop energy conservation projects for their HVAC, building envelope, motors, pumps, blowers, and lighting to promote sustainable energy consumption, help alleviate energy costs, and mitigate the effects of global climate change. NCAT's LIHEAP Clearinghouse serves as a hub for information about the variation that exists among LIHEAP grantees in the operation of their programs. We also provide the National Energy Assistance Referral (NEAR) service, which refers households needing assistance to a local LIHEAP office and other assistance entities if available. The AgriSolar Program is at the cutting edge of solar development and is supporting the development of best practices for the co-location of sustainable solar and agriculture through projects like the AgriSolar Clearinghouse.

The Energy Program Administrative Assistant will be a regular, full-time position. The position will report to the Energy Program Director and will provide administrative assistance to program team members. This position will be based in Montana, preferably in Butte, with occasional travel to the headquarters office in Butte required. The position will provide an excellent opportunity to work with a dedicated and professional staff on energy conservation projects throughout the country.

The preferred location for this position is Butte, Montana, but the position also may be located in Montana and commute to Butte on an as needed basis.

### QUALIFICATIONS:

- Minimum requirements are an Associate's degree and at least three years' experience in administrative assistance or a combination of related education and experience.
- The successful candidate will have the ability to work independently, as part of an NCAT team, and work well with partners and clients. Candidates should have excellent verbal and written communication skills with experience in business writing and editing. The ability to prioritize work assignments, multi-task, and maintain information of a confidential nature are required for this position.

- The position requires familiarity with administrative task and office coordination. Previous experience working with sustainability, community service, project coordination, or non-profits is preferred. Occasional travel will be required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Strong interest in sustainable energy and energy conservation;
- Ability to assist co-workers in a fast-paced environment;
- Grant and proposal writing experience;
- Strong organization and planning skills;
- Interest in community service;
- Commitment to alleviating the effects of climate change;
- Excellent communication skills, with experience in writing and editing;
- The ability to work well with others, build relationships with community organizations, government agencies, non-profit organizations, and other partners;
- Demonstrated ability to perform administrative tasks;
- High level of computer literacy including use of Word, Excel, and Outlook;
- Ability to work independently.

**RESPONSIBILITIES:**

- Assist program manager with administration of Energy Programs;
- Assist energy analysts and engineers with day-to-day project work;
- Assist with community outreach and partner development;
- Help to organize workshops and events;
- Assist in the development of commercial energy assessments;
- Facilitate incentives and rebates from utilities;
- Assist program manager in project reporting;
- Assist with development of funding proposals;
- Research technical information on energy efficiency and sustainable building technology;
- Provide technical assistance to land and building owners, engineers, architects, contractors, and property management officials on energy efficient building practices and agrisolar opportunities;
- Communicate via email, telephone, and in person to gather and disseminate information;
- Attend workshops, seminars, and related events in support of projects;
- Build and strengthen relationships with members, partners and stakeholders.

**SALARY AND BENEFITS:** \$15.50-\$17.50/hourly depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, health, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional office environment.



**APPLICATION PROCESS:** Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit [www.ncat.org](http://www.ncat.org) and [www.attra.ncat.org](http://www.attra.ncat.org) to learn more about NCAT. NCAT employees interested in the position should email Human Resources a letter of interest as soon as possible. All persons interested in being considered for the position must submit an NCAT application and upload a resume and cover letter through BambooHR. To start the application process please visit [NCAT Employment Application](#) and complete the online supplemental application. Incomplete applications or references on the application to “see resume” will not be considered. The next part of the process is uploading a current resume and a cover letter highlighting experience and skills relevant to the listed qualifications. Resume and cover letters can be uploaded at <https://ncat.bamboohr.com/jobs/>. Simply choose the position you are applying for and then click “apply for this job” to upload the required resume and cover letter. Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources  
e-mail: [jobs@ncat.org](mailto:jobs@ncat.org)

*NCAT’s mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.*

For additional information about NCAT please visit our website at [www.ncat.org](http://www.ncat.org).

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