

POSITION ANNOUNCEMENT

Energy Program 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 Programs Assistant to work with all of our energy programs, including Energy Services, Energy Corps, LIHEAP, and Residential Energy projects. 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 energy, agriculture, and food.

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. The Energy Corps Project addresses unmet community energy needs by promoting sustainable energy consumption and education, fostering community sustainability and helping to 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 Energy Programs Assistant will be a regular, full-time position based at NCAT's headquarters in Butte, Montana. The position will be working part of the time with the Energy Corps Project and part of the time with the Energy Services and other Energy Program projects. The position will provide an excellent opportunity to work with a dedicated and professional staff on energy conservation projects throughout Montana.

QUALIFICATIONS:

- Minimum requirements are an Associate's degree in business, conservation, non-profit management, or related field, and at least three years' experience in office coordination, sustainability 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 energy conservation 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 and knowledge in energy conservation;
- Ability to learn details of energy audits;

- 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 interest and knowledge in promoting energy efficiency, use and conservation;
- 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 with day to day project work;
- Assist with community outreach and partner development;
- Coordinate interviews and meetings;
- Assist with member recruitment, services, training and communications;
- Accompany on host site visits and project evaluation;
- Help to organize workshops and events;
- Assist with commercial energy assessments;
- Facilitate incentives and rebates from utilities;
- Assist with project reporting;
- Research technical information on energy efficiency and sustainable building technology;
- Provide technical assistance to building owners, engineers, architects, contractors, and property management officials on energy efficient building practices;
- 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: \$12.00-\$14.00/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 and www.attra.ncat.org to learn more about NCAT. All persons interested in being considered for the position must visit <https://ncat.bamboohr.com/jobs/view.php?id=4> and start the application process. Part of the process is uploading a current resume, and a cover letter highlighting experience and skills relevant to the listed qualifications, along with a completed NCAT application. NCAT Applications can be accessed at <https://www.ncat.org/jobs/> ***The cover letter and completed application need to be combined into one document for uploading purposes.*** Incomplete applications or reference on the application to “see resume” will not be considered. Applications and more information about NCAT can be accessed by visiting our



website at www.ncat.org. You may find an employment application under the Jobs tab.

Question about the application process can be directed to:

Kriss Sullivan, Director of Human Resources

P.O. Box 3838

Butte, MT 59702

e-mail: jobs@ncat.org

NCAT's mission is to help people by championing small-scale, local and sustainable solutions to promote healthy communities, reduce poverty 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.