



JOB POSITION: Codes and Government Program Coordinator

SPEER, the South-central Partnership for Energy Efficiency as a Resource, is a small but growing educational not-for-profit organization. SPEER is [one of six regional energy efficiency organizations \(REEOs\)](#) recognized by the US Department of Energy. SPEER's mission is to accelerate the adoption of advanced building systems and energy efficient products and services in the South-central US. Our purpose is to advance the understanding and adoption of energy efficiency as a low-cost energy resource, and to design, implement, coordinate, and support regional projects to promote high energy performance and clean distributed energy in the built environment.

GENERAL POSITION SUMMARY

The Codes and Government Program Coordinator will support both the Energy Codes Program and the Local Governments Program, both of which are SPEER's largest outreach effort in the region.

The Energy Codes Program works to promote and accelerate the local implementation, enforcement, and compliance with the most recently adopted state energy code in Texas and Oklahoma, two states that account for almost 20% of all new building construction in the U.S. Our goal is to make homes and buildings in Texas and Oklahoma more energy efficient, durable and more affordable to own and operate.

The goal of the Local Governments Program is to advance adoption of energy efficiency within municipalities through peer-to-peer networking, outreach, and technical assistance. The program provides cities a forum to discuss current efficiency projects, work through barriers and identify new projects. Program outreach aims to increase understanding of municipal efficiency opportunities and to enhance coordination, capacity, and communication around municipal energy management best practices.

This position offers growth and advancement potential for the right candidate.

Functions and Major Responsibilities

Under the direction of the Energy Codes Program and the Local Governments Program Managers, the Outreach Coordinator will:

- Direct communication with stakeholders and members
- Manage and maintain outreach databases
- Provide research for, and assist in the implementation of new strategies and initiatives
- Assist in the development and management of training curricula
- Provide participants with CEU documentation for all training events

- Research and draft fact sheets, webpage content, media content, and educational materials
- Coordinate training events, webinars and stakeholder/collaborative meetings
- Research, compile and analyze data to support these programs
- Prior experience or familiarity with energy efficiency, building codes, or municipal government operations preferred, but not required
- Other duties as assigned

ESSENTIAL EXPERIENCE AND QUALIFICATIONS:

The person that will best fit this job will be thoughtful and analytical, energetic and motivated, organized and articulate, with:

- Genuine passion for our mission and purpose, with an interest in energy efficiency and clean energy.
- Strong writing and editing skills, especially in correspondence, as well as excellent verbal skills.
- 2+ years related experience, or combination of academic and work experience which demonstrates the ability to perform the duties assigned.
- Excellent computer skills, include MS Office applications.
- Strong organizational, problem solving and logistical skills
- Attention to detail in management of contact lists and database
- Strong team orientation, interpersonal skills, judgment and ability to work effectively in collaboration with diverse groups of people.
- Ability to meet daily, weekly and monthly deadlines consistently.
- Energy, creativity, initiative, sense of humor and enthusiasm.

LOCATION AND SALARY: This position is based in the SPEER office in Austin, Texas. Salary is commensurate with experience. SPEER is an Equal Opportunity Employer.

HOW TO APPLY: All qualified candidates may apply by sending a cover letter and resume to info@eepartnership.org. No phone calls please.