



## **JOB POSITION: Codes Program Analyst**

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 energy efficiency products and services in Texas and Oklahoma. Our vision is to position SPEER as the regional leader in the education and promotion of energy efficient building systems and distributed energy resources that strengthen local economies, improve health and quality of life, and protect the environment.

### **GENERAL POSITION SUMMARY**

The coordinator will support the codes program, with a focus on accelerating the local implementation, enforcement, and compliance with the most recently adopted state energy code in Texas and Oklahoma. These two states account for almost 20% of all new building construction in the U.S. so set trends for manufacturing and building practices across the country. Our goal is to make homes and buildings in Texas and Oklahoma more energy efficient, durable and more affordable to own and operate.

This position will support our Sr. Codes Program Manager in organizing and analyzing various sources of available data that reflect residential building practices and products in Texas, for a three-year study funded by the Department of Energy. This project will be engaged in original research, analyzing available data for both the 2015 and the 2018 new home construction market. The applicant will be given specific direction on how to compare and contrast various data sets in Excel format. The ability to develop histograms that show the results of the comparisons is critical.

This is a grant funded position. Functions and Major Responsibilities

Under the direction of the Sr. Codes Program Manager the Code Program Coordinator will:

- Compile and analyze data to support this original research program;
- Assemble and analyze very large data sets on new home construction to identify practices, prevalence of code compliance paths, and the actual energy consumption in Microsoft Excel;
- Create histograms and other visual representations of data in excel and Tableau, as requested;
- Collaborate to develop methodology for comparing large sets of data;
- Collaborate on reporting of findings and outcomes;
- Communication with project stakeholders;
- Engagement and communication with team members and other SPEER staff; and

- 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:

- Strong organizational, problem solving and logistical skills.
- A good understanding of Microsoft Excel, particularly the histogram functions
- The ability to develop new skills in excel as needed to perform data analysis
- Experience in accurate management of big data would be helpful
- Strong communications skills, both verbal and particularly in writing and editing.
- 1yr. to 18 months 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 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 – meetings will be virtual
- Must have the ability to work independently – though regular direction will be given
- Genuine passion for our mission and vision, with an interest in energy efficiency and clean energy.
- Energy, creativity, initiative, sense of humor and enthusiasm.

**LOCATION AND SALARY:** This is a part-time (20 hours a week) remote position. 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](mailto:info@eepartnership.org). No phone calls please.