



JOB DESCRIPTION – Energy Specialist

MICHIGAN ENERGY OPTIONS

Michigan Energy Options (MEO) is a nonprofit that has been in business since 1978. From our offices in East Lansing and Marquette we pursue daily our mission of guiding communities toward being more sustainable and resilient through the adoption of energy efficiency and renewable energy. We do so by providing our unbiased expertise and research, our results-driven programs and our collaborations with decision makers, business leaders and residents of Michigan.

POSITION SUMMARY

Our Statewide energy nonprofit is looking for an Energy Specialist who can help us fulfill our mission of guiding communities towards more energy efficiency and sustainability. The Energy Specialist is part of an integrated team of professionals with expertise in “green” building sciences, energy, business development, project management and fundraising.

Michigan Energy Options offers a competitive wage that is commensurate with experience and ability.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Assess the energy consumption of homes, businesses and public buildings.
- Communicate to clients the opportunities for improving energy efficiency in their buildings.
- Directly install products that help reduce energy consumption and save money.
- Document each visit, including generating reports for clients.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

- BPI certification preferred, but not required.
- Customer-focused with the ability to interact with many different people.
- Willingness to go above and beyond the job duties to make the organization a success.
- Strong time management skills. Very driven by deliverables and deadlines.

The Energy Specialist will have understanding in one or several of these areas: building sciences, home construction and retrofitting, HVAC systems, engineering, architecture, education and community outreach.

HOW TO APPLY

Interested applicants are welcome to submit a resume and cover letter to Michigan Energy Options, 405 Grove St, East Lansing, MI 48823 or by email to hr@michiganenergyoptions.org.

EXPECTATION FOR ALL EMPLOYEES

Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our community, and accountability and ownership. The selected applicant must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.