

High Country Conservation
Energy & Green Building Programs Manager
Job Description

Application Requirements and Deadline

- Cover letter and resume must be submitted to jen@highcountryconservation.org by Monday, August 2, at 5pm.
- No phone calls. Email inquiries only.

General Description of Duties

The Energy & Green Building Programs Manager will oversee the High Country Conservation Center's energy and green building programs including: Basic and Advanced Energy Audits; Infrared Camera Work; grant-funded programs, including Colorado Governor's Energy Office programs, Energy Star and Insulate & Seal Colorado (2008-09); Home Energy Loan Program (HELP); community energy-related outreach and education programs; and periodic updating of the Summit Sustainable Building Resource Guide. The position requires a technical background in energy management and/or green building, the ability to manage multiple programs and employees, and provide effective public outreach.

The High Country Conservation Center is a 501(c)(3) nonprofit based in Summit County, Colorado with a mission to promote practical solutions for waste reduction and resource conservation in our mountain community. Founded in 1976 as a grassroots recycling and resource conservation organization, the High Country Conservation Center now works to provide services for our community in the areas of energy efficiency and renewable energy, green building, waste reduction, and sustainable living. Benefits include \$100/mo health insurance stipend, IRA matching contributions, paid vacation and holiday time, and travel reimbursement. Position is full-time with salary \$38,000-\$40,000 DOE.

Qualifications

- Minimum of three years' experience in the Energy Efficiency or Green Building fields.
- Bachelor's degree
- Construction knowledge and experience. Green building experience preferred.
- Home Energy Rater experience and certification – RESNET certification preferred, but not required.
- Energy Auditor experience– BPI certification and blower door/IR camera experience preferred, but not required.
- Strong writing, communication and presentation skills.
- Proficiency in MSOffice including Word, Excel, Publisher and Powerpoint.
- Budget development experience.
- Ability to build partnerships with high-level town and county officials, builders and community stakeholders.
- Ability to effectively manage employees and programs.
- Flexibility and diversity – able to adapt to changing markets, demands, and funding.
- Vision to create long-term community energy plans based on forecasted trends.

- Commitment to community-based nonprofit programs and passion for environmental protection.
- Valid driver's license with clean driving record and reliable vehicle.

Job Duties and Responsibilities

Energy Program Development/Management and Community Education

- Build relationships with Summit County and town officials, builders, developers and community stakeholders to further develop all energy and green building programs. Programs will generate revenue for the organization, provide community benefits, and meet grant requirements.
- Manage three employees: two Community Energy Coordinators and one Residential Energy Specialist.
- Oversee Community Energy Plans for Summit, Lake and Park Counties.
- Supervise Summit County's Home Energy Loan Program (HELP) and develop energy financing options for the community and the organization.
- Participate in Efficient Building Working Group to evaluate and update Summit Sustainable Building Code.
- Organize speakers, topics, and assist with logistics for the organization's green building and energy-related events, including the Earth Week Speaker Series, Green Living Workshops, and other outreach events.
- Write energy or green building articles for High Country Conservation Center newsletter.

Basic & Advanced Energy Audits

- Conduct basic and advanced energy audits in area homes and businesses and complete audit reports
- Manage Energy Audit Program, including tracking income and expenses; and promoting program in local media, community forums, and other locations.

Energy Star Programs

- Expand Energy Star programs by promoting the program and building relationships with local developers, builders and architects.
- Conduct Home Energy Ratings.

Organizational Duties

- Attend and participate in board and committee meetings.
- Assist with organizational events, including fundraisers and large events.
- Assist Executive Director with other duties as assigned.