



**ENERGY  
OUTREACH  
COLORADO**  
Together We Power Stability

## Job Opportunity

Energy Outreach Colorado invites applications for the position of **NEEP Program Coordinator**.

**Energy Outreach Colorado**, established in 1989, is a private nonprofit organization dedicated to making home energy affordable for all Colorado households. We do this by providing emergency bill payment assistance to vulnerable households, energy efficiency upgrades to low-income housing and nonprofit facilities, and advocacy in the Colorado general assembly and the Public Utilities Commission.

**Position: The NEEP Program Coordinator** assists in and manages portions of the implementation of energy efficiency projects which impact nonprofits across the state of Colorado. We look to this position as a key contributor to the success of EOC's energy efficiency programs. This position reports to the Nonprofit Energy Efficiency Program manager.

**Major Responsibilities:** Overall program coordination and management support of the Nonprofit Energy Efficiency Program (NEEP) including but not limited to:

- scheduling and leading building assessments
- contractor bid review and necessary follow up
- preparation and submission of rebate application materials
- preparation, negotiation and implementation of construction contracts
- scheduling and performing project inspections

As further detailed below:

- Perform outreach to nonprofits throughout the State to recruit projects to meet annual savings goals
- Provide project management support throughout timeline from assessment to project completion
- Lead building assessments and use working knowledge of building science to develop measure lists that include HVAC, envelope, lighting, appliance, and automatic control systems upgrades
- Perform electric and gas savings calculations for proposed equipment as needed
- Gather and prepare rebate application materials including contractor bids, spec sheets, and submission forms. Follow up on incomplete submissions with the appropriate party
- Assist in tracking program expenses including processing invoices and change orders
- Contribute to program reporting needs as requested
- Prepare, negotiate, and execute contracts for projects. Apply to CO State Department Of Revenue for tax exemption as appropriate
- Inspect measures after project completion to ensure contract compliance and quality assurance. Follow up with contractors regarding any discrepancies and work toward their resolution
- Assign and manage project tasks to utility program field assistant



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- Understand, interpret and comply with applicable policies, procedures, rules and regulations of all EOC energy efficiency programs

**Qualifications:**

- Knowledge of common energy efficiency measures including lighting, HVAC, appliance replacement, insulation, etc.
- A degree or certification related to energy efficiency (BPI, CEM etc.) or equivalent job experience (preferred)
- Experience in utility DSM programs (preferred)
- Ability to set and track project implementation schedules, and to prioritize and meet goals under strict deadlines and changing priorities
- Strong oral and written communication skills with the ability explain technical information in a concise manner that can be understood by diverse constituents such as nonprofits and contractors
- Experience in project management and working with contractors
- Must be process oriented but also adaptable to changing priorities
- Must be able to work independently and be self-directed but also be team oriented
- Have excellent organizational skills with attention to detail
- Be discrete and conscious of client privacy and act responsibly with sensitive information
- Experience in the nonprofit world
- Able to lift up to 40 pounds
- Must pass a background check
- Positive and proactive attitude and commitment to the mission of EOC

**Required:** Candidate must have daily access to a reliable vehicle and be willing to drive to site visits

**To Apply:** Interested candidates should submit the following documents to [Jobs@energyoutreach.org](mailto:Jobs@energyoutreach.org):

- Resume – No more than two pages
- Cover Letter addressing the following questions:
  - Why do you want this job?
  - What are your top strengths that will allow you to fulfill the job duties and responsibilities?
  - Salary requirements
- One or more work samples that illustrate your technical writing skills (energy audit, reports, grants, thesis, etc.)
- Contact information for least two professional references

**Application Deadline:** Applications will be reviewed as we receive them. Position open until filled



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**Employment Type:** Full-Time Employment

**Benefits:**

- Medical, dental, vision, and life insurance covered at 100% for employee
- 401k with 8% of salary contributed by EOC with no required match
- Dedicated parking space downtown
- Start at 3 weeks of paid vacation per year

**Location:** Downtown Denver, Colorado

**Salary:** Commensurate with experience and qualifications