



## Job Opportunity

Energy Outreach Colorado invites applications for the position of **Behavior Change Program Manager**

**Energy Outreach Colorado:** Established in 1989, Energy Outreach Colorado is a private nonprofit organization dedicated to ensuring that all low-income Coloradans can meet their home energy needs. We deliver crisis energy assistance, energy efficiency, behavioral and education programs, community solar subscriptions, and advocate for affordable utility bills for low income energy consumers.

**Position:** The Behavior Change Program Manager manages the continued development and successful implementation of the energy behavior change program offered throughout EOC's utility and government energy efficiency programs. EOC believes adopting energy efficiency is a great first step to controlling energy consumption and cost but in order to achieve persistent energy savings – the rebound effect and human behavior toward energy must be addressed.

### Major Responsibilities:

- **Program Development:** Research, develop, and implement comprehensive low income energy behavior program that addresses the cause-and-effect relationship between the behavior of occupants and the energy use of affordable housing and nonprofit facilities
  - Develop and implement a behavioral approach to low income energy efficiency programs that educate clients about the opportunities for energy use reduction in single family homes, multifamily buildings, and non-profit small commercial spaces
  - Lead in the development and implementation of utility-sponsored behavior programs
  - Manage the education and data tracking of low income clients on low and no-cost energy saving measures and behavioral changes to achieve additional energy savings
  - Develop new energy behavior related programs that focus on energy coaching and improved facility management operations
  - Create a standardized method for documenting occupant behavior education for each program such as surveys, focus groups, energy plans, or any other feedback mechanism
  - Work with local energy assistance partners to strengthen energy engagement resources for energy assistance clients
- **Program Management**
  - Budget creation and management for grant funds
  - Supervise Behavior Change Program Assistant
  - Manage the implementation of education efforts for each EOC program including multiple meetings, trainings and workshops with each organization as needed

- **Marketing, Outreach and Engagement**
  - Manage the development of all engaging support materials that guide EOC's partners and clients toward energy useage reduction
  - Coordinate with communications team to achieve desired look of resources in order to provide engaging resources for participants (homeowners, nonprofits, affordable housing communities)
  - Conduct energy education workshops and trainings with partner organizations
  
- **Internal Program Coordination:**
  - Communicate and coordinate with other program managers to ensure that the behavior change program is properly incorporated into their program
  - Work to streamline program delivery and client referral by connecting our programs through education
  - Manage all program staff and any volunteers/interns in the facilitation of daily program tasks and goals
  - Assist in the development of organization program case studies
  
- **Utility Bill Analysis**
  - Communicate with utility partners to retrieve historic and ongoing access to utility analysis data as well as implement process improvements in accessing this data
  - Manage utility bill data by cross referencing waivers with bills & identifying any potential data entry errors
  - Manage the utility data import for program staff educational purposes such as identifying our client's current energy use patterns

**Qualifications:**

- Bachelor's degree from an accredited college or university, additional technical training, or currently pursuing either of the two, or equivalent work experience
- Proficiency in MS Office (Word, Excel, Outlook and Power Point) and electronic communications
- Strong oral, written and interpersonal skills
- Strong attention to detail
- Passionate about energy conservation
- Ability to work closely with program staff
- 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

**Evaluation:** Performance in this position will be measured by categories established within this job description and goals/objectives outlined by program and administrative director.

**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.

**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, or RTD bus/light rail pass
- Start at 3 weeks of paid vacation per year

**Location:** Downtown Denver, Colorado

**Salary:** \$55,000-\$62,000/year depending on qualifications

**Estimated Position Start Date:** August 19, 2019