

National Association of State Energy Officials
Job Posting: Coordinator, Residential Buildings

Overview

The National Association of State Energy Officials (NASEO) seeks an entry-level coordinator to support our work in residential energy efficiency, beneficial electrification, and affordability.

Working under the direction of NASEO's Program Director and Senior Managing Director, the Coordinator, Residential Buildings will be responsible for coordinating and convening NASEO [State and Territory Energy Office members](#) and Affiliates for calls, webinars, and events; compiling examples, policy information, and analyses to support the creation of resources and web content; and organizing and updating relevant sections of NASEO's website.

The ideal candidate will be organized, intellectually curious, dedicated to upholding NASEO's [Commitment to Equity, Access, and Inclusion](#) in their work, and respectful of the diversity and priorities of NASEO's State and Territory Energy Office members.

Position Responsibilities

- Support project management and reporting for grants, including federal cooperative agreements and private foundation funds.
- Conduct preliminary research and analysis on residential energy efficiency and other program-related topics to inform NASEO's delivery of technical assistance and informational resources (such as reports, workshops, and presentations) to members.
- Coordinate and schedule project-related meetings, webinars, and events.
- Participate in NASEO staff meetings to encourage cross-program exchange and awareness.
- Ensure relevant sections of NASEO's website are kept updated and organized.
- Engage NASEO leadership to ensure key NASEO priorities and messaging are integrated into project designs, resources, and communications; such priorities may include, but are not limited to, communicating the importance of State Energy Offices in residential energy efficiency and beneficial electrification; advancing principles of equity, inclusion, and diversity in NASEO initiatives and events; and embracing bipartisan, practical solutions to residential buildings decarbonization.
- Support NASEO conference preparation, development, and execution, which may require travel.

Desired Qualifications and Skills

- Bachelor's degree or equivalent work experience in a related field.
- Excellent research, writing, speaking, meeting facilitation (both virtual and in-person), and computer/Microsoft Word processing abilities.
- Attention to detail.
- Passion for, and demonstrated ability to appreciate and communicate, states' roles in residential energy efficiency, beneficial electrification, affordability, and equity (which may be demonstrated through internships or fellowship experiences).

- Project organization and management skills.
- Demonstrated success in research and policy analysis.

About NASEO

NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 states, territories, and District of Columbia. Formed by the states in 1986, NASEO facilitates peer learning among State Energy Officials, serves as a resource for and about State Energy Offices, and advocates the interests of the State Energy Offices to Congress and federal agencies. More information about NASEO's members, programs, and events is available at www.naseo.org.

Compensation and Benefits

The expected annual salary for this position is \$55,000-\$60,000, commensurate with qualifications and experience. NASEO offers competitive benefits, significant and regular opportunities for performance reviews and professional growth, and a collegial and comfortable work environment for employees based in the Washington, D.C. area.

How to Apply

Interested candidates are invited to submit a resume (no longer than two pages) and one-page cover letter as PDFs to jobs@naseo.org with the subject line "NASEO Coordinator, Residential Buildings." Applications received before March 15, 2024 will be prioritized; those received after will be reviewed on a rolling basis if needed until the position is filled.

Eligibility

All candidates must be eligible to work in the United States; the work authorization of successful candidates will be verified by completion of an Employment Eligibility Verification (I-9) Form prior to commencing employment at NASEO. Because NASEO conducts work under U.S. federally funded awards and agreements, candidates who are not United States citizens by birth or naturalization who are offered employment at NASEO may need to provide specific information to satisfy federal requirements for foreign national participation.

Location

NASEO's metro-accessible office is located in Arlington, Virginia. NASEO's current policy allows a hybrid structure requiring at least two days in the office during the work week. Only local candidates or candidates willing to relocate to the Washington DC area will be considered. NASEO will not cover relocation expenses.