

**Job Posting Announcement:
Evergreen Consulting Group, LLC
EiQ™ Manufacturer/Industry Liaison
This is a Part-Time Position**

Evergreen Consulting Group is a full-service energy-efficiency consulting firm. We employ consultants experienced in advancing energy-efficiency initiatives for a wide array of clients throughout the country. In addition, we employ consultants who are experienced in increasing manufacturer brand awareness for energy-efficiency products tailored for the specification community. Our consulting services include, but are not limited to: Utility incentive program design and implementation; trade ally education; lighting/lighting control specifier education; social media marketing campaigns; graphic design; video production; new eLearning course authoring; and transforming existing, highly technical, educational content provided by our clients into online educational courses.

Evergreen iQ™ is an online Learning Management System which enhances Evergreen's existing consulting services. EiQ™ allows Evergreen to provide our clients with a turnkey, blended learning solution that includes in-person, webinar, and online training. In addition, EiQ™ is uniquely branded for each client and managed entirely by Evergreen. By blending our deep utility industry and marketing expertise with innovative online technology, Evergreen is focused on revolutionizing the way energy efficiency education is implemented.

We are a supportive team that rewards individual initiative and performance. We have a progressive culture that embraces work-life balance while working in a virtual office environment from your home. This winning combination has resulted in repeated selection among the top companies on Oregon Business Magazine's list of 100 Best Companies to Work for in Oregon, 8 years in a row.

Successful candidates:

- are highly detail oriented with exceptional organizational skills
- respond quickly to inquiries and attend to details
- are self-motivated with a demonstrated independent work history
- work collaboratively with clients and customers to exceed expectations
- demonstrate interest and/or experience in energy efficiency

Position Description: Manufacturer/Industry Liaison

Provide support to the Director, Program Managers, clients, end users, and others.

Responsible for building and managing a database of 800+ Lighting and Lighting control manufacturers as well as Lighting Industry Organizations marketing and sales contacts. In addition, responsibilities include researching, identifying, and gathering existing educational content suitable for online training including: new product launch videos, new technology videos, industry white papers, manufacturer AIA courses, etc. After content is gathered, work

alongside the eLearning Educator to generate new online courses, and manage existing online courses within the EiQ™ LMS in order to support clients' needs.

Responsible for building relationships with Industry Organizations to promote & sell EiQ™ turnkey marketing services including: EiQ™ LMS platforms, EiQ™ client LMS platform sponsorships, SCORM services for existing content, authoring new content, webinar hosting, video production, AIA CES course authoring, and social media marketing campaigns.

Functions:

- Establish relationships with and function as Liaison between EiQ and lighting and lighting control manufacturers, and lighting industry organizations;
- Promote and sell EiQ™ turnkey marketing services;
- Take highly complex, technical educational material from others and simplify it;
- Write technical course description paragraphs;
- Maintain accurate tracking records of each connection and outcome;
- Create periodic reports and records on activities, progress, and status;
- Coordinate project and program assignments to meet internal and client needs for implementation and launch;
- Ability to maintain clear understanding and organize the detail differences amongst different programs and clients while staying up to date on changes;
- Other duties, as assigned.

Position Qualifications:

- Prior experience in both the lighting and lighting controls industry is **required**.
- Prior experience in lighting design, electrical engineering, sales, education, and/or marketing is **required**.
- Demonstrated self-starter who is highly motivated, detail oriented, organized, and goal focused;
- Willing and eager to learn new software and technical skills including learning management system administration;
- Excellent verbal, interpersonal and written communication skills;
- Passion for research and for teaching others;
- Positive and creative thinker with the ability to adapt to process and procedural changes;
- Calm demeanor with the able to multi-task and set-priorities, to meet deadlines;
- Microsoft Office applications proficiency is required;
- Dedicated to meeting client needs.

Preferred Skills/Experience:

- Bachelor's degree in marketing, graphic design, lighting design or engineering preferred.
 - Knowledge of AIA CES approval process preferred;
 - Knowledge of Professional Industry Organizations (IES, LCA, DLC, etc.) preferred
 - Knowledge of both Commercial and Utility Lighting industry preferred.
 - Knowledge of HTML, CSS, JavaScript is a plus.
 - Salesforce is beneficial;
 - CEM, LC, PE, and/or CLEP is beneficial;
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- Previous experience working in a virtual environment is helpful but not required.

Physical Efforts:

- Sitting for extended periods at a computer; data entry, proficient typing
- Talking on the telephone or video conference calls for extended periods of time;
- Speak/hear. Provide clear, accurate communication, hear telephone.

The Company will make reasonable accommodations, which will allow the employee to perform the positions essential job functions.

Other Requirements:

- Valid driver's license
- Dependable transportation along with verifiable insurance
- Drug Test – must pass pre-employment drug screen
- Pre-employment background check

Benefits: Compensation is very competitive and commensurate with experience in the industry. Company benefits include full employee medical/dental/vision coverage plus short & long-term disability and life insurance, paid-time off, holiday pay, company contribution to 401(k) program (after three months of successful employment), discretionary bonuses, professional association expenses and development/training support. Evergreen is currently a “virtual” company and includes other non-tangible benefits for top performing employees.

Evergreen Consulting Group is an Equal Opportunity/Affirmative Action Employer

Candidate resume, and cover letter must be received no later than Friday, January 26, 2018 by:

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