

NORTHWEST ENERGY EFFICIENCY COUNCIL

Job Description Form

Division/Department	NEEC Building Operator Certification/Smart Buildings Center
Location	Seattle, WA
Job Title	Project Associate
Reports to	BOC and SBC Project Directors

Level/Grade: NEEC employee	Type of position: Full Time 1.0	Hours: 40/week
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This position is responsible for supporting the Northwest Energy Efficiency Council and its programs through office, project, and administrative support.

Event Management

- Event management at the Smart Buildings Center, including handling multiple calendars
- Customer relationship support – set up; take down; simple A/V needs

Tool Lending Library

- Fulfill tool reservations and prepare tools for pickup at the Tool Lending Library or for shipping
- Receive and check-in returned tools and return them to the correct library storage location
- Complete monthly reporting of tool loan activity
- Answer email and phone questions about the tool loan process
- Revise and/or update status of tools in the reservation system
- Able to lift 30 lbs.

Office Management

- Mail/Fax Distribution: Distributing fax and mail each day. Take outgoing mail to the box.
- Ordering supplies: Ordering and inventorying supplies for NEEC staff.
- Office Equipment: Ensuring office and event room equipment is functioning. Reporting issues as needed

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Building Operator Certification

- Support Contract Renewal- work with BOC Project Director to update contracts and agreements as needed
- Document Management- maintaining electronic and hard copy program documents
- BOC Shop: Order fulfillment
- BOC Training: assist BOC Training Manager with design and execution of curriculum updates using PowerPoint; Adobe, and other software programs

WORK EXPERIENCE AND ABILITIES

- Two or more years of experience in office management and administrative support or equivalent education.
- Experience and interest in the field of energy efficiency and/or smart buildings and cities.
- Experience working with multiple teams to achieve success. Activities include communicating project expectations with team members; establishing check-in points; and, fostering an environment of collaboration and team work.
- Aptitude to work with IT and A/V equipment a bonus

EDUCATION REQUIREMENTS

- A bachelor's degree in the field of energy, business, or public administration.
- Experience may be considered in lieu of education.

To be considered for this position, please submit a cover letter and resume to brittany.quigley@neec.net by January 22nd, 2018. The cover letter should emphasize the candidate's interest in the field of energy efficiency and the field of smart buildings and cities.