



JOB TITLE:

Residential Energy Programs Project Leader

LOCATION:

Recycle Ann Arbor, 2420 S. Industrial Hwy. Ann Arbor MI 48104

JOB STATUS:

This position is considered a full-time non-union, exempt position for purposes of federal wage-hour law.

JOB DESCRIPTION:

Assist the Environmental House (Enhouse) Manager in the operation of the Enhouse residential energy programs. Position reports directly to the Enhouse Manager.

Duties include:

- Perform residential energy audits, energy benchmarking, computer analysis, report delivery;
- Track, analyze, and report on energy use and greenhouse gas emissions related to programming;
- Conduct seminars related to residential energy use to homeowners and professionals;
- Supervise and direct Enhouse employees. Assist manager in training, evaluating, and counseling employees.
- Assist in Enhouse annual budgeting process;
- Attend Recycle Ann Arbor Manager meetings in place of Enhouse Manager as necessary;
- Develop educational materials, presentations, and web content; and
- Other duties as assigned.

The Environmental House manages a wide range of energy efficiency and renewable energy programs, including:

- Operating one of eight State of Michigan Energy Demonstration Centers;
- Administering the Ann Arbor Home Energy Audit pilot program;
- Providing commercial energy auditing services;
- Providing solar feasibility analyses;
- Working with the City of Ann Arbor's Energy Office staff towards common objectives.

More information on the Recycle Ann Arbor's Environmental House is available at www.environmentalhouse.org

JOB REQUIREMENTS:

The successful candidate must possess the following job requirements:

- Bachelors degree in architecture, engineering, environmental studies, or the building trades or other relevant experience.
- BPI or RESNET certified.
- Familiarity with Microsoft Office application suite, including intermediate or better skill with Excel.
- Excellent verbal and written communication skills required.
- Ability to manage volunteer and intern support.
- Ability to lift up to 50 pounds.
- Ability to work within and contribute to a teamwork environment.
- Ability to communicate with a diverse customer base, and have exceptional, demonstrated customer service skills.
- Maintain a professional appearance and attitude.
- Have reliable transportation.
- Possess a valid driver's license.

RECYCLE ANN ARBOR IS AN EOE M/F/D/V

Interested applicants should send their resume to nicolem@recycleannarbor.org