

# (senior) associate, operations

Apr 15, 2021

## About BE-Ex

The Building Energy Exchange (BE-Ex) is an independent nonprofit driving energy efficiency in the built environment through our first of its kind resource center in downtown Manhattan. We act as a hub for activities that help building owners, operators, and designers save money and reduce pollution and carbon emissions through energy efficiency measures. We provide education, exhibits, targeted research and critical tools to advance the energy efficiency of buildings, directly supporting the City and the State's ambitious climate action plans.

The Exchange is both a place and an objective. We deliver our own programming while also providing a neutral setting for the exchange of ideas and progressive discourse. The Exchange delivers diverse programming, networking opportunities, and actionable information of best practices and technologies. We are also a virtual presence, at [be-exchange.org](http://be-exchange.org) and [learn.be-exchange.org](http://learn.be-exchange.org), showcasing our research, resources and a community calendar of important events.

Join us and help us transform New York into a cleaner and greener city built to last.

## Position Profile

Reporting to the Executive Director and working with the Managing Director, Strategy & Programs, the Associate or Senior Associate (commensurate with experience), Operations ensures the successful operation of the Building Energy Exchange, and plays an active role in helping to realize the organization's mission and objectives.

## Responsibilities

- Basic office management including communicating with legal and accounting, coordinating billing and expenses, properly maintaining administrative files (physical & electronic), and ensuring all office technology (computers, phones, etc.) are functional and serviced regularly.
- Oversee some human resources activities such as facilitating the hiring process for new positions, onboarding new team members, and coordinating internal office events and celebrations.

- Assist in running BE-Ex's physical center in downtown Manhattan by helping to execute BE-Ex and partner programs and communicating regularly with NYC Department of Citywide Administrative Services (BE-Ex's landlord)
- Drive implementation of significant short- and long-term efforts to improve operational efficiency of BE-Ex, scaling processes with needs and organizational growth.

## Qualifications

- Bachelors degree and 2-4 years work experience;
- Strong organizational and administrative skills;
- Exceptional written and verbal communication, personal skills, over the phone and in person, both inside and outside the organization;
- Ability to juggle multiple projects with superb accuracy and strong sense of urgency;
- Must be computer savvy and proficient in Microsoft Suite (Word, Powerpoint, Excel) and Apple Suite (Pages, Keynote, Numbers);
  - Adobe Suite (Powerpoint, InDesign), Salesforce, and Wordpress a plus;
- Familiarity with NYC real estate markets, government, and players a plus.
- Strong references required;

## Salary & Benefits

- Salary dependent upon level of experience; target range for this position: \$50,000-\$60,000 per year.
- Benefits include health, vision, and dental insurance, pre-tax transit benefits, and 401k.

## Apply

To apply: email a resume and cover page in one PDF to [info@be-exchange.org](mailto:info@be-exchange.org) with subject: Associate, Operations - [Name]