

## associate: climate engagement

April 22, 2024

### Opportunity

The Building Energy Exchange (BE-Ex) is an award-winning, independent nonprofit driving decarbonization of the built environment. We accelerate the transition to healthy, comfortable, and energy efficient buildings by serving as a resource and trusted expert to the building industry. Through education, exhibits, and actionable research, BE-Ex is central to New York City and State's climate action plans, and advances high performance buildings globally, as the founding member of the United Nations *International Centres of Excellence for High Performance Buildings*, and nationally through its *Building Performance Partnership*.

Join us to work with a dedicated, diverse, collaborative, and supportive team to transform the built environment, locally and around the world, creating healthy and sustainable buildings everywhere for everyone.

### Profile

Reporting to the Director of Educational Resources and working in coordination with the Senior Associate of Education & Engagement, the **Associate of Education & Engagement** will play a central role in all aspects of BE-Ex's climate engagement, including developing and delivering BE-Ex educational programs and hosting partner programs at the BE-Ex resource center. This role also supports BE-Ex communications, including social media, newsletter and online presence, with specific regard for marketing educational programs and our e-learning platform, BE-Ex Ed. The Associate of Education & Engagement is critical to realizing our organizational mission, building our audience and diverse community, and playing an active role in the administration of BE-Ex's energy efficiency resource center.

### Responsibilities

- Assist in the development and delivery of BE-Ex's educational programs and events;
- Assist in the ideation, strategy, scoping, direction and development of BE-Ex's educational training, series and primers, thought-leadership programming, and collaborative events;
- Coordinate the logistics and assist with the delivery of educational programs and event activity (including on-site and live-remote logistics, and development of pre- and post-event resources);
- Attend and assist in hosting BE-Ex programs and events, including some early mornings and evenings;
- Act as a driver of social media channels (including annual [Daylight Hour](#) campaign) and BE-Ex's virtual presence, including both the BE-Ex website and e-learning platform, BE-Ex Ed;
- Maintain BE-Ex's events calendar and track other sector events and activities;
- Liaise with BE-Ex's partnership networks, including with many high profile organizations and with other resource centers in the US and abroad;

- Maintain a working knowledge of NYC and NYS relevant programs and events;
- Maintain a working knowledge of significant developments and trends in building energy efficiency and carbon reduction;
- Assist to facilitate partnerships with professional organizations, CBOs, and academic institutions.

## Qualifications

Candidates with Bachelor's degree in Architecture, Engineering, Sustainable Development/Management, Environmental Sciences or related fields will be preferred. 1-2 years post collegiate work experience is preferred.

Excellent organizational, written, interpersonal and verbal communication skills required. Demonstrated knowledge and interest in educational programs preferred. Working knowledge of building science a plus. Knowledge of social media campaigns a plus. Familiarity with the NYC real estate market and stakeholders a plus. Public speaking experience a plus.

Experience with email marketing platforms (e.g. Mailchimp), social media management tools (e.g. Hootsuite), Salesforce, Google Analytics, and/or Wordpress a plus. Experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator) preferred.

## Diversity, equity and inclusion

BE-Ex is an equal opportunity employer and does not discriminate based on race, religion, color, national origin, gender identity, sexual orientation, age, veteran status, or disability status. We are committed to building a diverse team of passionate, collaborative, and respectful coworkers.

## Compensation

BE-Ex compensates based on the level and requirements of the role. Salary within our ranges may also be determined by a candidate's education, experience, knowledge, skills, and abilities, as required by the role, as well as internal equity and alignment with market data. The salary range for this position is \$50,000-\$60,000.

Building Energy Exchange provides a comprehensive package of industry leading benefits (health, dental, vision, 401k, etc.), generous paid time off, and excellent professional development opportunities.

## Contact

To apply, please email your resume and cover letter as one PDF to [info@be-exchange.org](mailto:info@be-exchange.org) with subject: 2024 Education & Engagement Associate - [Name]