

associate: climate initiatives

Sep 19, 2024

Organizational Profile

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.

Opportunity

Reporting to the Director of Educational Resources, and working with the Manager of Educational Resources, the **Associate of Educational Resources**, assists in all aspects of BE-Ex's climate initiatives by developing and executing impactful resources — including reports, playbooks, trainings, case studies, exhibits, etc. — and playing an active role in realizing the organization's mission and objectives. The position offers motivated candidates opportunities for professional growth and leadership.

Responsibilities

- Participate in the conceptualization, research, funding efforts, and development of educational resources;
- Coordinate or assist with specific BE-Ex initiatives, projects, and resource creation, including coordinating with partners, consultants, and clients;
- Conduct research and support resource content development efforts;
- Produce project content, such as analysis, copy, and graphics; including interim & final reports, presentations, and case studies;
- Coordinate or support convenings and workshops, including developing presentation materials, discussion prompts, and facilitating and documenting the sessions;
- Attend and occasionally assist in the production and delivery of BE-Ex programs;
- Maintain a working knowledge of relevant NYC and NYS industry events, policies, and stakeholders.

Qualifications

- Candidates with Bachelors or Masters degree in Architecture, Engineering, Sustainable Development/Management, Environmental Sciences or related fields are preferred;

- Candidates with working knowledge of building science and commercial building sector strongly preferred;
- Excellent organizational, written, interpersonal, and verbal communication skills;
- Ability to juggle multiple projects/tasks with accuracy and speed;
- Ability to be a proactive self-starter, working independently to move projects and tasks forward to completion;
- Ability to work in a collaborative team environment and co-lead projects;
- 1-2 years work experience expected for those with Masters degrees, 2-4 years for those with Bachelors;
- References from work experience required;
- Familiarity with Adobe Creative Suite, including InDesign a plus;
- Public speaking experience a plus;
- Familiarity with the NYC real estate market and stakeholders a plus.

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 \$58,000-\$62,000.

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 with subject: 2024 Associate of Educational Resources - [Name]