

# engagement associate: climate initiatives

July 29, 2025

## Organization 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 Managing Director and working in coordination with the Education & Engagement and the Educational Resources teams, **the Associate of Education & Engagement, plays a central role in all aspects of BE-Ex's climate initiatives**, including developing and delivering 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. The position offers motivated candidates opportunities for professional growth and leadership.

## 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 activities for both BE-Ex and hosted events, including on-site and hybrid, 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 partnership networks, including professional organizations, CBOs, academic institutions, etc.
- Maintain a working knowledge of relevant NYC and NYS industry events, policies, and stakeholders
- Maintain a working knowledge of significant developments in energy and carbon reduction strategies

## Qualifications

- Candidates with Bachelors or Masters degree in Communications, Sustainable Development/ Management, Environmental Sciences, Architecture, Engineering, or related fields are preferred
- 1-2 years work experience expected for those with Masters, 2-4 years for those with Bachelors
- Experience with email marketing platforms (e.g. Mailchimp), social media management tools (e.g. Hootsuite), Salesforce, Google Analytics, and/or Wordpress
- Excellent organizational, written, interpersonal, and verbal communication skills
- Ability to juggle multiple initiatives/tasks with accuracy and speed
- Ability to be proactive, working independently to move projects and tasks forward to completion
- Ability to work in a collaborative team environment and co-lead initiatives
- Knowledge and interest in educational program development and event management preferred
- Knowledge of building science and the building sector preferred
- Familiarity with Adobe Creative Suite, including InDesign preferred
- Familiarity with the NYC real estate market and stakeholders a plus

## Diversity, Equity, & 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 & Benefits

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 anticipated salary range for this position is \$55,000-\$65,000. Building Energy Exchange provides a comprehensive package of industry leading benefits including:

- health, dental, and vision insurance
- 401k with an employer match
- 18 days paid time off in your first year and 11 paid holidays
- office closure for Summer Fridays and between December 26th - 31st
- excellent professional development opportunities.

## To Apply

Please complete the application intake form and upload your resume and cover letter [HERE](#). If you have any questions, please reach out to [info@be-exchange.org](mailto:info@be-exchange.org).