

# resource 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 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
- Maintain a working knowledge of significant developments and trends in building energy efficiency and carbon reduction

## Qualifications

- Candidates with Bachelors or Masters degree in 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
- Excellent organizational, written, interpersonal, and verbal communication skills
- Ability to juggle multiple projects/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 projects
- Knowledge of building science and systems, as well as the building sector preferred
- Knowledge and interest in educational programs 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).