



## COMMERCIAL CLEAN HEATING & COOLING ASSOCIATE

**Dept:** Commercial Clean Heating and Cooling

**Hours:** Flexible, 15-18 hours a week

**Duration:** Up to one year beginning September 2021

**Location(s):** Remote, some in-person possible depending on location and public health considerations

**Eligibility:** Candidates will be required to meet one of the following eligibility requirements:

- A student attending or having attended a college or university located in New York State within the last calendar year;
- A New York State resident attending or having attended a college or university outside of New York State within the last calendar year;
- A 16- to 24-year old participating in a work preparedness training program such as Board of Cooperative Educational Service (BOCES), technical high schools, AmeriCorps NCC, the Excelsior Conservation AmeriCorps, etc.; or
- A military veteran

### The Organization

**Sustainable Westchester** is a nonprofit membership organization of Westchester County that facilitates effective collaboration with state, utilities, area experts on sustainability issues. The organization brings socially responsible, environmentally sound and economically viable solutions that create healthy, resilient and sustainable communities.

### Commercial Clean Heating and Cooling Associate

Sustainable Westchester is seeking a Project Associate with excellent organizational skills, attention to detail, and follow-up to work on the Commercial Clean Heating and Cooling Program.

Familiarity with clean energy technologies such as heat pumps (geothermal, air source), building codes and standards, and/or Commercial Real Estate development experience, is preferred but not required.

The Project Associate shall work directly with the Program Director and Project Manager to conduct outreach, organize events, create case studies, produce podcasts, facilitate meetings amongst commercial property developers, clean heating and cooling technical providers, and municipalities to effect market transformation for Commercial Clean Heating & Cooling (C-CH&C) technologies in Southern Westchester.

The Project Associate will assist the team to achieve the campaign objectives:

- Increase the awareness of CH&C technologies by municipal officials, real estate property developers, and consumers
- Reduce the costs associated with the purchase and installation of CH&C projects through an in-depth understanding of NYSERDA and Con Edison programs, financing opportunities, and clustered demand
- Support adoption of advanced building standards by Westchester municipalities
- Increase local adoption of CH&C technologies in commercial and multifamily properties
- Identify market transformation characteristics and approaches that are important for success and can potentially be replicated in other gas constrained areas

The Project Associate's role will include the following responsibilities:

- Add and maintain information on the CRM databases of Heat Pump Manufacturers, Project Developers, Real Estate Developers, technical providers, and municipal officials
- Assemble and track the list of planned and approved commercial and multifamily property development projects in coordination with NYSERDA, Con Edison, IDA's, and municipalities
- Support Sustainable Westchester's campaign to accelerate adoption of the NYStretch building code, including scheduling interviews and transcribing interviews
- Assist in coordinating events by scheduling speakers, drafting and sending invites, collecting RSVP's, note taking, and drafting and sending follow up emails
- Assemble background packets for podcast host, assist in developing questions for podcast guests, participate in editing process
- Coordinate check-in calls with manufacturers, project developers, and key stakeholders
- Represent Commercial CH&C team at local community events/online webinars, engage community members in conversation and provide program information
- Assist in developing case studies, maintaining website content, and providing social media content to marketing department

The successful candidate will have a commitment to environmental sustainability and the following characteristics:

- Strong organizational skills, follow-up, and attention to detail
- Proactive thinker with analytical skills for qualitative discussion
- Ability to represent a team
- Effective written and verbal communicator
- Process-oriented
- Technically proficient, including Microsoft Office (or google equivalent) and CRM

Sustainable Westchester is an equal opportunity employer. All applicants will be considered for this position without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Hiring will take place as soon as the appropriate candidate is found, with a start date as soon as possible.

This is a part time position offering \$17.00/hour with a weekly cap of 18 hours.

### **To Apply**

Please EMAIL Cover Letter & Qualifications to [HR@sustainablewestchester.org](mailto:HR@sustainablewestchester.org)

Subject Line: Commercial Clean Heating and Cooling – Project Associate