

CLEAResult

POSITION: Program Specialist

LOCATION: Albany, New York

JOB DESCRIPTION:

As a Program Specialist for CLEAResult in the Albany Office, you will gain exposure to the inner workings of a successful, growing company in the booming energy efficiency industry. In this position, you will play a key role in supporting goal attainment for several of our programs and assisting teams through: document organization, data entry, data compilation, data analysis, project management, occasional research, and administrative tasks to execute on program implementation activities.

Utilizing your experience in the Energy Efficiency Industry, Building Science Knowledge, strong communication skills, attention to detail, and deadline driven approach you will provide quality deliverables to stakeholders internally and externally. Additionally you will assist with tracking accounts and projects across multiple systems, report on them, and determine deficient information on a granular level - thus your experience with a variety of technologies, including Excel and basic database structure, will be helpful.

Your strong organizational/project management skills, professional demeanor, and ability to effectively manage competing priorities will round out your skill set for success. Finally, your passion for energy efficiency, data management, and “can do” attitude will make you a great fit for our high energy team.

PRIMARY RESPONSIBILITIES:

- Provide leadership in building science questions and program scope to more junior members of the team
 - Entering, modifying, and tracking data via multiple web-based applications
 - Ensuring that data in web-based application is up-to-date and accurate
 - Reviewing project documentation to ensure accuracy and completion
 - Performing intermediate level calculations and analysis in Microsoft Excel
 - Entering and modifying data in calculator tools based on documents collected
 - Assisting program teams with process optimization
 - Be highly detailed and independent in exercising judgment for matters concerning project execution, data storage, and data organization
- Ensure adherence to internal and system protocols to use CLEAResult systems, documents, and tools
- Participating in team meetings to provide updates and address action items
 - Providing research support via Internet or reports/documents
 - Organizing documentation on company intranet
 - Printing, collating, and scanning documents
 - Placing phone and email requests for missing data
 - Technical document review (construction drawings, equipment specifications)

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- Training other individuals, both internal and external, on web-based application use as well as program and building science guidelines
- Identify & escalate issues or areas of concern for project or department performance to the appropriate managers or supervisors, and develop and implement strategies to address those issues or areas of concern

EDUCATION, EXPERIENCE, SKILLS:

- High School Diploma or Equivalent
- Required Bachelor's Degree
- Preferred building/construction knowledge/experience
- Preferred: Intermediate to advanced proficiency in the following software applications
 - Microsoft Office (2007 and 2010), specifically: Adobe PDF, Excel, Word, Outlook
- Experience with data tracking systems
- Highly organized with close attention to detail
- Willing and eager learner
- Process management skills
- Project management skills
- Applied math and analytics experience
- Comfortable working in fast-paced environment with competing priorities
- Strong written and verbal communication
- Experience troubleshooting problems, finding and implementing solutions
- Preferred qualifications:
 - Building Science Courses, experience with NYSERDA's Residential Programs
 - Project coordination experience
 - Customer service experience

Equal Opportunity Employer

As an Equal Opportunity Employer, we are committed to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job-related reasons regardless of an applicant's race, color, religion, national origin, marital status, age, disability, protected veteran status, sexual orientation or any other protected status.

The above job description and job requirements are not intended to be all inclusive. CLEAResult retains the right to make changes or adjustment to job descriptions and/or job requirements at any time without notice.

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