



## **Job Description**

---

Job Title: Energy Advisor

Department: Outreach

Reports to: Manager of Business Development

Location: Chicago, IL

Date: April 10, 2018

---

## **JOB SUMMARY**

The Energy Advisor will provide field support for targeted outreach and lead generation for small businesses in the City of Chicago. The goals of successful outreach are to (1) provide prequalified leads to trade allies; (2) build and strengthen relationships with property management stakeholders, as well as community partners; and (3) conduct comprehensive energy assessments.

## **DUTIES AND RESPONSIBILITIES**

1. Ensure that successful outreach and program marketing is delivered to achieve program participation goals as well as weekly and annual key performance indicators (KPIs).
2. Assist with developing outreach strategies to generate increased program participation.
3. Ensure that established daily performance goals are met through various outreach activities and event participation.
4. Report accurate results of outreach activity.
5. Advise internal teams on any relevant program concerns and recommend changes to current procedures based on field interactions and customer feedback.
6. Work independently to conduct energy assessments. This includes travel to the homes/business, meeting with the customer, completing paperwork, and using a handheld tablet to input energy saving measures, recommendations and interface with multiple databases.
7. Perform energy assessments and record findings (e.g. insulation level, thermostat type, furnace efficiency, condition and water type savings) and download/upload the required forms and worksheets.
8. Provide and influence the Small Business owner to participate in the ComEd Small Business Program.
9. Ensure that client brand is accurately displayed via uniform, print collateral, table displays, etc.
10. Performs related work as required.



## **MINIMUM REQUIREMENTS**

1. Some college or equivalent work experience.
2. Training in maintenance, weatherization and/or energy efficiency principals and techniques.
3. Sales experience.
4. Effective oral, written, and interpersonal skills.
5. Exemplary communication and presentation skills.
6. Ability to prioritize activities and meet established goals and deadlines.
7. Ability to work independently, take initiative, and handle a variety of activities concurrently.
8. Intermediate level of proficiency in Excel and other Microsoft Office Suite applications.
9. Ability to travel.
10. Problem-solver. Able to respond to diverse set of challenges in the field and do whatever it takes to meet project deliverables on schedule
11. Current Illinois driver's license and good driving record

## **PREFERRED QUALIFICATIONS**

1. Bi/multi-lingual.
2. Bachelor's degree in Marketing, Communication or related field.
3. Knowledge in energy efficiency
4. Background with construction, lighting, and HVAC systems
5. Comfortable working in urban setting with people of diverse background
6. Able to work independently and with a team
7. Able to communicate with technical and non-technical individuals
8. Able to learn and work with new technology (e.g. handheld data devices)
9. Proven successful track record in motivated marketing and outreach efforts.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the work.

**Interested Employees should contact Ricardo Trevino—**

**Email – [trevino@smsgoc.com](mailto:trevino@smsgoc.com)**

**Phone - 313.827.1000 (SMS) ext. 35**

**313.202.2295 (SEEL)**