



## Senior Project Coordinator – EnergySmart Grocer Program

Portland Energy Conservation, Inc. (PECI) is a nonprofit corporation with a twenty-year history developing and implementing innovative approaches to energy and resource efficiency. We offer our local and national clients a unique combination of expert research, program design, and on-the-ground delivery. We are growing and have exciting opportunities for individuals who have a passion for learning and want to make an impact working within the energy efficiency market.

### About the Position:

PECI is looking for a strong Senior Project Coordinator to work within the Commercial-Retail sector on the EnergySmart Grocer program. This role is part of a team that last year alone helped grocers reduce energy which resulted in avoiding burning more than 20 million pounds of coal.

The individual who fills this role will perform a range of tasks including working closely with remote field personnel, creating and managing systems for tracking projects and associated deliverables, collecting data and reporting results, and managing process from store audit to retrofit. He/she will be responsible for implementing program deliverables and coordinating with other team members in order to accomplish their work.

Preference will be given to candidates with demonstrated commitment to energy efficiency initiatives.

### Qualities:

- Excellent organization and time management skills
- Ability to think and communicate creatively and strategically
- Flexibility to work with a variety of team members and dynamic project demands
- Ability to work under pressure
- Good analytical skills
- Strong problem solving skills and issue resolution
- Excellent verbal and written communication skills
- Proficiency in Excel, Word, PowerPoint and Access

### Key responsibilities:

- Preparation of client deliverables in coordination with program management
- Analyze and report on program performance
- Work with the field personnel to influence and follow through on energy efficiency retrofits.
- Communicate with grocers and contractors, including monitoring active projects, assisting with paperwork compilation and approval for rebate processing, and troubleshooting issues.
- Prepare marketing materials to promote the program
- Review and approve program rebates
- Track and manage budgets
- Work with team to develop new system tools and processes
- Write monthly reports that will be submitted to clients
- Research new technology and program concepts

**PECI offers a comprehensive, highly competitive compensation and benefits package, including a generous 401(k) plan.**

### To Apply:

If you are interested in this position, please send a letter, resume, a writing sample and references to [job2304@peci.org](mailto:job2304@peci.org), or 1400 SW 5th Ave #700, Portland OR 97201.