



## Associate Program Manager

### Metro Detroit Area, Michigan

*As an Associate Program Manager with Energy Sciences, you will join our team of degreed and licensed engineers, scientists, and energy efficiency professionals to meet the energy use challenges of commercial and industrial facilities. We're looking for experienced and talented technical team members to assist our clients, from small businesses to Fortune 500 companies, in making their building systems work, identifying energy-savings opportunities, reducing waste, and saving money. You will play a key role in a growing company that is dedicated to driving our vision of a sustainable and socially responsible energy future, working in an exciting, collaborative environment.*

*This is a hybrid position with a home-based office and travel onsite as needed. A local candidate is preferred.*

### Your background

- *Bachelor's Degree in Mechanical Engineering, Energy Engineering, or related Engineering degree.*
- *7-10 years of experience working with trade contractors specializing in HVAC Controls or mechanical equipment and project coordination for energy efficiency / capital projects may be considered in lieu of a degree.*
- *2+ years of experience of supporting programs / projects, preferably in the energy field.*
- *Prior experience with client management and KPI tracking.*
- *Strong skills with MS Office applications, including excel.*
- *Experience working with continuous improvement and quality assurance methods.*
- *Ability to travel as needed.*

### Day to day

- *Support the Program Manager in energy efficiency program (commercial and pilot programs) performance.*
  - *Support program activities in areas of: energy savings, financial management, other contract deliverables, quality assurance, and operational efficiencies.*
  - *Coordinate and report on the activities of local trade allies, service provider*
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*and subcontractors.*

- *Utilize tools to track and report on project progress.*
- *Identifying and quantifying energy efficiency opportunities*
- *Performing energy and economic analyses*
- *Reviewing energy assessments, opportunities, and calculations.*
- *Collaborating with customers, assisting with technical questions and developing projects.*
- *Coordinate with the Program Manager and other departments on the status of projects to ensure project progression.*
- *Report on program progress to goals to Program Manager and Client on schedules and forecast (spend and savings).*
- *Prepare and support program presentations.*
- *Prepare professional program correspondence.*
- *Implement quality assurance protocols for program participants.*

## **About you**

*You are a collaborative, enterprising individual who likes to work in an open team environment.*

*You are a team player.*

*You are a highly motivated self-starter who takes initiative.*

*You can raise the performance bar and energize the entire team.*

*You are excited about challenging the status quo and offer creative ideas for growth.*

*You are a hard worker who can work with autonomy and independence.*

*You have excellent verbal and written communication skills.*

*You are able to make quick and sound decisions.*

*You are able to develop solutions to a variety of complex problems.*

*You are able to set priorities, coordinate multiple projects, work independently, and meet critical deadlines.*

## **Benefits**

*We offer an excellent full-time benefits package including DAY 1 benefits (medical, dental, vision, life, STD, LTD) a retirement plan with match, profit sharing, 13 paid holidays and 120 hours of paid time off starting in year 1.*

## **More about Energy Sciences**

*Energy Sciences is on a mission to create a more sustainable and socially responsible energy future. We value working as a team, questioning the status quo to find new and better ways, doing our work with integrity, as well as taking responsibility and initiative to get things done.*

*We provide professional consulting, training, and energy management services to commercial, industrial, and municipal sectors, delivering customized solutions and sustainable strategies.*

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## **Additional information**

*Energy Sciences is an equal opportunity employer and all qualified applicants will receive employment consideration without regard to race, color, religion, national origin, sex, disability status, protected veteran status or other characteristics protected by law.*

*If you are interested in applying, please submit your resume to [info@esciences.us](mailto:info@esciences.us).*

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