



## **Program Administrator**

**Full-time position | Chicago, IL**

You can create a healthier future, a cleaner environment, and thriving, resilient economy.

Seventhwave seeks a results-oriented, experienced program administrator motivated to create a clean energy economy.

As part of our team, you will help us deliver trusted expertise for bold energy leadership. Seventhwave advances powerful strategies for real energy impacts through engineering, programs, education and research. Our solutions come from using different perspectives to yield uncommon results. We offer an innovative path to real progress for our partners. Because how we use energy matters.

Working at Seventhwave exposes you to experts leading our transition to a clean energy economy. You will work on interesting projects that illuminate new paths to deep energy savings in buildings. You will also enrich your professional network. And our work culture emphasizes curiosity, kindness and high standards.

### **Primary responsibilities**

- Coordinate outreach and marketing efforts that promote the benefits of energy-efficient homebuilding
- Learn, then fully understand and apply home energy industry rules, standards, and testing requirements
- Recruit homebuilders and home energy raters into the utility program
- Maintain relationships with industry allies in the buildings trades
- Assist Program Manager in data entry, tracking, and reporting
- Confidently discuss and report on project information during business meetings
- Promote utility client programs through meetings, events, and presentations
- Assist Program Manager to organize and run business meetings
- Provide honest, timely, and clear communication to Program Manager
- Facilitate review process for marketing collateral, including documentation and regular marketing meetings
- Make minor website and email blast updates to expedite review process
- Maintain productivity and quality of utility program(s)
- Work alongside Program Manager and external third parties to assess partnerships and opportunities

### **Desired skills and experience**

- Associate's or Bachelor's degree
- Excellent written and strong verbal communication skills
- Highly organized and detail-oriented
- Experience in administrative settings
- Excellent teamwork skills
- Must reside in the Greater Chicago area
- Proficient using Windows 7 and Microsoft Office applications

### **Other beneficial skills**

- Technical background, with experience in building science
- 1-3 years of experience in the energy efficiency industry
- Residential or Commercial construction experience preferred
- Knowledge of basic economic and accounting principles and practices

### **Join Seventhwave and be part of**

- An independent non-profit seeking solutions to energy challenges
- A passionate, dedicated and talented staff
- National, regional and local initiatives to reduce our carbon footprint
- Award-winning programs that make a difference

Apply online at [www.seventhwave.org/jobs](http://www.seventhwave.org/jobs)

Please send any questions to:

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