



Climate & Energy Technician

Reports to:	Director of Climate & Energy
Job Classification:	Non-Exempt, Hourly
Salary:	\$26.00 - \$27.50 per hour (\$54,080 - \$57,200 per year)
Schedule:	Full-Time, Monday - Friday (40 hours per week)
Location:	Truckee, CA hybrid remote/in-office: 2 days per week in-office, 3 days per week remote <i>*fully remote schedule may be considered for qualified individuals residing more than 1.5 hours outside of Truckee; however, candidate must reside within the boundaries of the Sierra Nevada Region.</i>

About Sierra Business Council

Sierra Business Council (SBC) is a nonprofit organization catalyzing and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Our goal is a diverse, inventive, and sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunity for all. With a lively team, our company culture supports a passion for the environment, small businesses, advocacy, recreation, and the close-knit communities that characterize the region.

Position Summary

The Climate & Energy Technician will help SBC advance our climate impact initiatives. Our team focuses on planning and implementation efforts that aim to reduce greenhouse gas (GHG) emissions and provide economic and social co-benefits for communities in the Sierra Nevada. We are looking for a motivated and enthusiastic team member to support these goals.

This position will primarily work on the Sierra Nevada Energy Watch (SNEW) program, a building energy efficiency program that provides no-cost services to small/medium sized businesses and public agencies; and the Rural Regional Energy Network (RuralREN) program, a program providing technical assistance, rebates, financing access, and workforce education and training for energy efficiency measures to the residential and commercial sectors. The Climate & Energy Technician may additionally support climate action planning efforts, such as greenhouse gas (GHG) emissions inventories and climate action plans (CAPs).

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

SNEW position elements include, but are not limited to:

- Develop and implement marketing and outreach strategies to engage public agencies and businesses with

SNEW services;

- Create and distribute educational materials tailored to SNEW client energy efficiency needs;
- Conduct building energy benchmarking analyses and reports;
- Perform preliminary building energy audits; and
- Help clients evaluate energy efficiency measures and navigate funding programs for implementation.

RuralREN position elements include, but are not limited to:

- Assist with developing, marketing, and implementing the RuralREN programs;
- Implement outreach strategies to engage residents and businesses in RuralREN programs; and
- Provide energy efficiency technical assistance under RuralREN programs, including but not limited to:
 - Distribute energy saving kits to residents;
 - Conduct energy audits (phone, in person) for residential homes;
 - Process rebate applications for energy efficiency measures; and
 - Provide guidance to clients to access funding resources.

GHG inventory/CAP position elements may include, but are not limited to:

- Developing GHG emissions inventories and forecasts;
- Identifying emissions reduction measures appropriate for rural communities;
- Preparing climate action plans; and
- Engaging with clients and stakeholders in navigating inventories and plans.

* Position overview is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employee may be required to perform other duties and special projects as assigned.

MINIMUM SKILLS & QUALIFICATIONS:

- Must be at least 18 years of age
- Bachelor's degree or equivalent of 2 years of related training and work experience
- Technical Skills, Required:
 - Knowledge of building energy efficiency
 - Strong technical writing and data analytics skills (including proficiency with Microsoft Excel)
 - Experience developing and implementing client outreach and recruitment tactics
- Technical Skills, Desired:
 - Experience with benchmarking reports and energy audits
 - Experience with GHG emissions accounting and CAP measures and quantification
 - Experience working on energy efficiency programming
- Soft Skills:
 - Must have a positive attitude, be team focused, and possess strong interpersonal skills
 - Collaborative, effective, and professional verbal and written communication skills
 - Ability to work independently as well as with a team, to learn on the job, and to be flexible/adaptable
 - Strong time management and organizational skills with an ability to meet or exceed deliverables
 - Established analytical, critical thinking, and problem-solving skills with high attention to detail
 - Ability to develop strong, effective relationships with clients, stakeholders, and team members
 - Must have the ability to maintain confidentiality and integrity of sensitive data and information
 - Must be able to follow organizational policies and procedures

EMPLOYMENT REQUIREMENTS:

- Must possess a valid California or Nevada driver's license; clean DMV record; a reliable, properly registered

personal vehicle; and liability insurance with the state-required insurance minimums

- A pre-employment background screening will be performed
- Must be able to provide proof of eligibility to work in the U.S.
- Willingness to travel within project region for work, possibly overnight

PHYSICAL REQUIREMENTS & WORK CONDITIONS:

- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability)
- Must be able to handle typical office environment conditions
- May be exposed to outdoor weather conditions

BENEFITS:

- Medical, Dental, and Vision Insurance
- 401k Participation
- Paid Time Off (PTO) & Paid Holidays

TO APPLY:

Please email your cover letter and resume to careers@sierrabusiness.org with the position title in the subject line.

Sierra Business Council is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment. We prohibit discrimination on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. We celebrate diversity and are committed to creating an inclusive environment for all employees.