



POSITION ANNOUNCEMENT

Energy Analyst

The National Center for Appropriate Technology (NCAT) is seeking an engineer to perform residential and commercial field energy assessments. This is a regular, full-time, entry-level position providing an excellent opportunity to work with a dedicated and professional staff on state and national projects while developing skills as an energy analyst. This is your opportunity to put your education to work and help conserve energy while getting paid and developing new skills. This position will be based at NCAT's headquarters in Butte, Montana. NCAT is a private non-profit organization that works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities.

QUALIFICATIONS: Minimum requirements include basic engineering skills and experience with energy systems. A college degree is required. A degree in mechanical, electrical or industrial engineering, or a related field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: The successful candidate will have a strong interest in building technologies and learning how to perform commercial and industrial or residential energy assessments. A demonstrated interest and knowledge in promoting energy efficiency is required. Experience in energy systems, computer spreadsheets, computer energy performance simulation is desired. A background in contracts, construction, working with commercial or residential customers would also be desirable. Excellent communication skills and the ability to learn quickly are very important in this position. A high level of computer literacy is required including use of Word, Excel, and PowerPoint. Travel is required.

RESPONSIBILITIES:

- Conducts building and residential energy assessments
- Performs energy analysis with energy performance software
- Reviews engineering reports; researches technical information on energy efficiency and sustainable building technology topics
- Provides technical assistance in person and over the telephone to builders, building contractors, and property management officials on energy efficient building practices
- Prepares and edits written descriptions, topical summaries, bibliographies, and other information materials suitable for giving presentations and posting to websites while targeting a variety of audiences of varying degrees of technical knowledge
- Communicates via email, telephone, and in person to gather and disseminate information
- Recommends engineering and product modifications to increase energy performance
- May attend workshops, seminars, and related events in support of project duties

SALARY AND BENEFITS: \$25,000 - \$35,000 depending on qualifications and experience. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional office environment.

APPLICATION PROCESS: Applicants will be accepted through July 31, 2008 or until a suitable candidate can be identified. Applications will be considered as they are received. Early applications are encouraged. All persons interested in being considered for the position must submit a cover letter highlighting their experience and skills relevant to the listed qualifications, a current resume and a completed NCAT application form. For further information or to receive an application form, please contact Therese McClafferty in the Butte, MT office at (406)494-4572, email: theresem@ncat.org. Incomplete applications or references on the application to “see resume” will not be considered. Send completed application material to Therese McClafferty, NCAT Personnel Office, P.O. Box 3838, Butte, MT 59702.

Note: This general job description reflects the job duties, knowledge and skills typically needed for this type of position. It is not all-inclusive and other duties may be assigned to the position to facilitate a productive working environment.

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veterans status.

National Center for Appropriate Technology Mission Statement

Helping people by championing small-scale, local, and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources.

NCAT Regional Offices:

- P.O. Box 3657 ~ Fayetteville, AR 72702
- 53020 Hitchcock Ave. ~ Lewis, IA 51544
- P.O. Box 2218 ~ Davis, CA 95617
- 48 Church Road ~ Shavertown, PA 18708
- P.O. Box 1435 ~ Hammond, LA 70404