**Request for Applicants**

**Title:** Energy Management Specialist  
**Reports to:** Sustainability Planning Manager  
**Department:** New Economy Department  
**Status:** Full-time, Non-Exempt  

**Salary Range and Benefits**  
$19-22/hourly

**Who we are:**  
PUSH Buffalo is a community-based non-profit located on Buffalo’s West Side. At PUSH we know that our current energy system is not designed for the sustainable, regenerative future we need in our neighborhoods, cities, regions, states, and country. It does not put people over corporate profit, efficiently or affordably balance peak loads, deploy massive renewable energy assets, rapidly divest from fossil fuel infrastructure, address the disproportionate marginalization of black, brown, and poor neighborhoods, localize energy use/wealth, create dignified jobs, or make energy a basic human right. But that can, and will have to, change in the coming years.

At PUSH, we organize people and money to implement environmental justice at the structural level. At the same time, our New Economy Department works to develop and implement community-based solutions on the ground, practicing change and investing in our ability to scale resiliency.

**About the position:**  
After several years of community energy planning and renewable energy development and a decade of affordable housing development, PUSH is taking the next step in sustainable housing by investing in energy management and community energy enterprise. This exciting, new position is mainly responsible for assisting in the development and implementation of a Community Energy Management Program across PUSH Buffalo’s land and energy assets. Work includes program design and direct program implementation through energy management, energy analysis, tenant outreach, customer service and database management.
Specific job Responsibilities:

- On-boarding to PUSH Buffalo
- Uphold PUSH core values - Member Involvement, Inclusiveness, Ownership, Results Oriented, Relevant, Justice; Perform job duties in ways that will promote and uphold our organization’s mission.
- On-boarding to community energy management and topical goals at PUSH Buffalo
- Work with PUSH Finance and Property Management to understand, archive, and report on current and past energy usage, generation, and management across PUSH’s portfolio of properties
- Work with PUSH Property Management and outside partners to compile contact database
- Outreach to all tenants over the phone, in-person, and/or via email to document energy consumption and utility costs
- Analyze and report on energy usage and programmatic needs for energy efficiency and solar subscriptions across PUSH portfolio
- Develop draft and final community energy management plan
- Work with supervisor to develop draft and final social enterprise management plan for community solar elements of energy management
- Schedule and attend community meetings to update leaders and include them in the process as/when needed
- Schedule, attend, and drive meetings with technical assistance providers (TAP) and internal staff
- Work with supervisor to finalizing S77 Solar management operations plan and infrastructure
- Develop program materials
- Implement energy management plan for all PUSH utility accounts on a regular basis
- Implement community solar subscription management on a regular basis
  - Outreach to selected PUSH tenants about in-house community solar opportunity
  - Enroll tenants in community solar program by signing agreement paperwork, collecting information, and entering information into tracking system
  - Work with TAP to provide customer service to community solar program members
- Assist in scaling, as possible, by adapting program offerings, including new program offerings
- Coordinate between PUSH Green and New Economy departments to share learnings and opportunities
- Attend bi-weekly REVitalize phone calls
- Connect individually with partners organizations to share learnings
- Assist with related grant applications, narrative, budget, tracking, and reporting
- Actively participate in visioning and strategizing about department/project goals and priorities
- Actively participate in New Economy department & PUSH organizational activities
- Other duties as required
Qualifications for Entry into this Position:
The ideal candidate will have:

- At least 3 of the following and the ability to learn the others within 6-12 months of onboarding:
  - Familiarity with and success in business development or social enterprise
  - Experience with energy modeling, energy cost analysis, and renewable energy technology
  - Familiarity with affordable housing or other housing management
  - Familiarity and success with program or project development and/or management
  - Familiarity with customer service
  - Familiarity with database management
- Alignment with PUSH’s mission for intersectional approaches to social, economic, and environmental justice;
- Alignment with PUSH’s vision for operating within New Economy values and structures for a Just Transition;
- Strong organization skills, including good attention to detail and follow through;
- Skilled at establishing priorities and managing multi-project workload;
- Team player, creative, innovative, flexible & enthusiastic self-starter who can work independently;
- Bachelor’s degree **OR** equivalent experience
- Bi-lingual/language skills are a plus

Physical Requirements
The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time both in office and some mobile outreach
- Light physical effort in an office environment, frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- PUSH pays for employee benefits package including health, dental, vision
- Generous paid time off package
- Flex Time
- Employee Assistance Plan

How to apply
Proposals will be accepted until the position is filled and will be considered on a rolling basis. Proposals should include a letter of application (i.e. a short letter introducing yourself and your interest in the position), resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:
PUSH is an equal opportunity employer.

PUSH recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

At PUSH, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. Our organization runs on the hard work and dedication of our passionate and creative employees.