



Title: Junior Energy Data Analyst

Term: Full-Time

Location: Boston, MA - Hybrid

About PowerOptions:

Established in 1998, **PowerOptions** is New England's largest not-for-profit, energy-buying consortium that empowers other nonprofits and public entities to reduce their carbon footprint, energy complexities, and costs with our offerings. PowerOptions' vision is to create a future of affordable, sustainable, and reliable energy for all nonprofits and municipalities. PowerOptions does this by acting as a trusted advisor and resource to our over 500 Member organizations across Massachusetts, Rhode Island and Connecticut.

PowerOptions brings our Members a comprehensive suite of offerings to meet their energy needs including, but not limited to:

- Electricity and natural gas supply (Commodity)
- Cleaner energy alternatives
- Electric transportation equipment and services
- Energy efficiency projects and roadmaps
- Energy sustainability planning and advising

As a nonprofit ourselves, we are a mission-driven and deeply committed team that is passionate about meeting our Members' energy sustainability needs. Our Members, in turn, can focus more on their missions and communities, which often include supporting low-income and disadvantaged populations.

Position Overview:

PowerOptions is seeking an organized self-starter with a technical background in energy data analysis, specializing in working in Excel with energy and emissions data. The Junior Energy Data Analyst will serve a critical role in the delivery of many of PowerOptions' energy-related services, including: Building Decarbonization Roadmaps, Fleet Electrification Roadmaps, support with PowerOptions' utility bill management platform, and support as needed on PowerOptions' advisory projects that help our Members meet their sustainability goals.

The Junior Energy Data Analyst will report to the Energy Sustainability and Analytics (ESA) Program Manager on delivery of these services. The ESA Program was launched in direct response to our Members' growing needs for support in a range of energy advisory areas, including strategic energy and sustainability planning, energy data analysis and reporting, building decarbonization support, energy efficiency, and renewable energy power purchase agreements. **The Junior Energy Data Analyst position is grant funded and is currently a 24-month position.**



Responsibilities:

Responsibilities of the Junior Energy Data Analyst position include, but are not limited to:

- Support with delivery of Building Decarbonization Roadmaps and Fleet Electrification Roadmaps to our Members
 - Learn and become proficient in PowerOptions' Excel-based tools and Word-based roadmap templates
 - Research and apply information on technologies, incentives, and other financial inputs to the tool over time
 - Collaborate with other teammates to work on and improve the delivery of this product
 - Engage with Members to provide support with data collection
 - Support in presenting the results of these roadmaps to our Members
 - Assist with collecting and tracking summary statistics across completed roadmaps
- On behalf of our Members, support tasks relating to benchmarking and building performance standard services
 - Support Members with benchmarking ordinances via Energy Star Portfolio Manager
 - Provide support with assisting our Members with staying in compliance through building performance standards
 - Organize and track reporting for all Members subject to benchmarking ordinances
 - Communicate with city staff and Members as needed
- Support with energy advisory projects for PowerOptions' Members, including calculating energy budgets, tariff analysis, and commodity advisory
- Support with developing templates to onboard Members into our utility bill management platform
- Build new Excel-based tools as needed
- Stay up to date on topics relevant to Members, particularly related to energy sustainability and building decarbonization

Requirements:

- Bachelor's degree with a major or minor in Environmental Science, Sustainability, Environmental Economics, Engineering, Environmental Policy, Business Management, or related field or an equivalent combination of relevant work experience, training, and education
- Minimum of 1 year related professional experience.
- Experience with use or creation of custom-made tools in Microsoft Excel and delivery of high-quality reports
- Self-starter, team player, with a desire for mission-driven work
- A background in or understanding of building decarbonization, including aspects of energy efficiency measures, electrification of fossil fuel end uses, on-site renewable generation, and electricity and natural gas markets



- Ability to operate collaboratively in a remote working environment across standard tools/ systems (Office365, Microsoft Teams, Zoom)
- Technologically proficient in all aspects of Microsoft Office

Preferred:

- Experience in project management and, ideally, consulting service delivery.
- Understanding of building performance standards (e.g. BERDO, BEUDO), Energy Star Portfolio Manager, and clean transportation
- Experience with Tableau and Salesforce
- Customer-facing skills

Benefits of Joining our Team:

- Competitive and equitable salary and performance incentive compensation
- Robust health & dental coverage with high deductible reimbursement
- Plentiful PTO
- Generous 401k/IRA retirement plan employer contributions
- Paid parental leave
- Professional development annual stipend
- Work with passionate, collaborative, dedicated and supportive coworkers
- Regular outings and team events
- Rewarding mission-driven work
- Hybrid work environment, in Boston office at least one day per week

Commitment to Diversity:

PowerOptions was founded in order to serve the needs of under-resourced communities and is proud to be a woman-run small non-profit organization. We are committed to equity and inclusion, not just in the work we do in fostering energy justice, but in how we grow as an organization and as an industry. We seek to have a diverse team to ensure we incorporate all perspectives, while offering opportunities for marginalized communities in the energy industry.

PowerOptions is an equal opportunity employer. We hire, train, compensate, and promote without regard to race, religion, gender identity or expression, sexual orientation, disability, age, national origin, genetics, veteran status, or any of the other characteristics that give each of us a unique perspective and capacities.

How to Apply:

Join us to be a part of an organization dedicated to advancing energy solutions while fostering a collaborative and rewarding workplace. Your expertise will help shape the future of energy, sustainability and analytics for our members and drive positive change across the region.

To apply, please send a cover letter and a current resume with a link to your LinkedIn profile to jobs@poweroptions.org with the subject heading “Junior Energy Data Analyst.”



Complete applications must include both a resume and cover letter. Job posting will remain open until filled and applications will be reviewed as they are received.

PowerOptions is unable to sponsor an employment visa at this time.

E-Verify

PowerOptions participates in the federal E-Verify program. For information on E-Verify, visit www.e-verify.gov.