

Assistant Program Manager

Bevilacqua-Knight, Inc. (BK*i*) seeks an **Assistant Program Manager** to support implementation of regional building energy retrofit programs in Southern California. This position requires 3+ years of experience in the energy field. This position is located out of our new Southern California office (location to be determined in LA County).

If you were in this role, you would provide an advanced level of support to the Program Manager of our comprehensive building retrofit programs allied with the solar and green contractor communities to make existing buildings more environmentally sound as well as comfortable, safe, and economical to operate. With an environmental focus, your consulting projects would advance the use of socially and environmentally beneficial programs and technologies for large communities.

ABOUT BK*i*

BK*i* is a leading energy consulting firm that focuses on fostering energy efficiency and environmental gains in buildings, power supply, and vehicles. BK*i* specializes in designing and implementing community-scale building retrofit programs and policies for government and utilities. Our firm has a strong background in governmental policy development and management of programs to move new technical practices and technologies from R&D into practical commercial use. Founded in 1980, the firm continues to expand our teams by attracting and bringing on board dedicated, talented people with a passion for making a difference. Our engaging work atmosphere is casual, collegial, focused and active.

RESPONSIBILITIES AND DUTIES

****This position requires a flexible schedule, as some responsibilities involve travel and evening and weekend activities.*

- Participate in the organization and delivery of program launch activities.
- Support the development and implementation of workforce education and training plan and schedule in coordination with allies such as CBPCA.
- Actively work with clients, stakeholders, partners, and the public to further program goals.
- Provide program support in the areas of program budgets, schedules, contracts, document control, reporting and all aspects relating to successful implementation of regional building retrofit programs.
- Assist in the identification and coordination of relevant funding sources and existing programs with all participating local governments. Examples of funding sources include EECBG, SEP, and DOL workforce grants. Programs include CSD Weatherization Assistance Program (WAP), CPUC Low Income Energy Efficiency Program (LIEE), IOU and local Whole House Energy Efficiency Programs, NSP Foreclosure Recovery Funds, and financing options such as PACE and FHA 203K mortgage funds.
- Support the development of proposals and grant applications
- Support the Program Manager in the development and execution of the communication and marketing plans to ensure stakeholder buy-in, inform program design, leverage all available marketing distribution channels and spread the word about program offerings.
- Assist in the analysis of local market potential to inform program design and implementation strategies.

- Support the development of building retrofit program implementation plans including all program policies and procedures.
- Support the Program Manager in the development of effective management and coordination structures to ensure that all program elements are effectively implemented and program growth continues.
- Assist in the implementation and oversight of program quality assurance activities in coordination with utility incentive programs.
- Assist in research needed to assess and select policy options to support local government needs while advancing regional consistency to the maximum extent feasible and appropriate.
- Support the development of consumer feedback mechanisms to ensure ongoing program management and enhancement.

QUALIFICATIONS AND EXPERIENCE

- At least 3 years hands-on experience (either public-sector or private-sector) in the energy field; thorough understanding of business and regulatory decision-making processes.
- 1-2 years of project management experience, including project design, staff management, budget management, client relationships, quality assurance.
- Proven success as a member of a highly effective project or program management team.
- Proven ability to communicate effectively in all sectors at all organizational levels in a professional, ethical, and nonpartisan manner.
- Proficient organizational and strategic skills.
- Experience working with stakeholders and clients from the public and private sectors, and with the general public.
- Strong writing and interpersonal communication skills; friendly, outgoing nature and an eagerness to serve clients, partners, and the public interest.
- Knowledge of energy efficient design, construction strategies, technologies and materials and the ability to articulate the environmental, health, and economic benefits of green building.
- Self-sufficient office skills: proficient in MS Word, MS Excel, MS PowerPoint and Windows operating systems. Access (or other database) experience is preferred.
- A proven commitment to addressing a variety of environmental and public health issues through energy efficiency and an appetite to learn more about the rapidly evolving field.

EDUCATION AND BACKGROUND

Baccalaureate degree from an accredited college or university in related field AND at least three years of experience similar to those described for this position.

SALARY AND BENEFITS

The Program Manager is a full-time position. Salary is based on qualifications and experience. BKi offers a competitive benefits package including medical, dental, vision, disability, and life insurance, profit sharing and 401k retirement plans, educational allowance, and paid holidays, sick leave, and vacation. BKi offers competitive salaries, excellent benefits, and flexible hours.

We're an equal opportunity employer, committed to the professional growth of our people.

TO APPLY

If you are qualified and would like to be considered for this position, please email your resume, cover letter and salary history and expectations to: bkijobs@gmail.com.