

About New Buildings Institute

Founded in 1997, New Buildings Institute (NBI) is a nonprofit organization working to improve the energy performance of commercial buildings. We work collaboratively with commercial building market players—governments, utilities, energy efficiency advocates and building professionals—to remove barriers to energy efficiency, including promoting advanced design practices, improved technologies, public policies and programs that improve energy efficiency. We also develop and offer guidance to individuals and other organizations on designing and constructing energy-efficient buildings through a comprehensive suite of tools and resources.

NBI's current efforts are working to provide the policy and program direction and promote design practices and technologies that will result in buildings that are better for people and the environment.

For more about New Buildings Institute, visit www.newbuildings.org.

About the Position:

NBI is currently looking for an entry-level Project Analyst.

NBI's efforts are grounded in strong technical analysis. We are seeking a staff member to support our building performance projects, with emphasis on areas such as data organization, data interpretation, and graphic display tools. We need someone who can simultaneously understand the big picture and pay attention to details.

The individual in this position will also support ongoing development of building performance technical guidelines and educational programs developed by NBI.

Responsibilities:

Projects this position may support include:

- NBI's *Getting to Zero Database*, a collection of information and case studies about exemplary buildings demonstrating Zero Net Energy and Ultra-Low Energy performance characteristics.
- *FirstView*[®] inverse energy simulation modeling tool, used to analyze building energy and system performance characteristics at the individual building and portfolio level.
- Research projects focused on specific aspects of high performance buildings. Past research has focused on controls, radiant heating and cooling, daylighting, advanced lighting, and rooftop unit HVAC, among other topics.
- *Advanced Buildings New Construction Guide* and *Multifamily Guide* prescriptive design guidance manuals and technical education programs intended to promote improved building design strategies.

Qualifications:

- Degree or work experience in architecture, engineering, building science, or a related field, or demonstrated experience in a building or energy-related field.
- Demonstrated technical capabilities or aptitude in the advanced use of data management tools (Excel, PowerQuery, and Tableau are our primary tools). Most important, successful candidates must be well-versed in the use of Excel.
- Graphic capabilities (Flash, Adobe, or other examples).
- Good research, organization and documentation skills.
- Excellent oral and written communications skills.
- Ability to work independently and collaboratively.

NBI is focused on improving the performance of commercial buildings; successful candidates will have an affinity for and/or interest in buildings and building science.

Details:

This position will be located at NBI's office in downtown Portland, Oregon. NBI is involved in projects all over the country, and occasional travel may be expected as part of the position. Travel expenses are reimbursed.

This is a full-time position.

To apply:

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:

Anna Gabis, Controller, New Buildings Institute, 623 SW Oak Street, Portland OR 97205.

References may be subsequently requested.

New Buildings Institute, Inc. is an equal opportunity employer.