



Employment Opportunity: Project Analyst

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state and local NGO's, agencies, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About the Position

NBI is seeking a Project Analyst. The position requires a motivated, self-starter with strong organizational, technical and analytical capabilities. While Project Analysts may work in any of NBI's three program areas (Zero Energy Leadership and Market Development, Building and Program Innovation, Advancing Codes and Policy), this position will be focused on our *Advancing Codes and Policy* program.

Responsibilities

NBI's efforts are grounded in strong technical research and analysis. This position supports our efforts to advance codes and policy, with emphasis on areas such as technical information organization, report generation, data tracking and interpretation.

- Technical research on advanced energy efficiency measures
- Ongoing maintenance and organization of energy and cost data
- Prepare technical data based on tools / spreadsheets
- Writing and editing of technical documents, reports, and narrative content
- Research and characterization of efficiency targets and energy use intensity
- Review of building technologies
- Support of Project Managers, Senior Project Managers, and Directors
- Maintenance of tools and spreadsheets
- Graphic presentation of data and information
- Project and administrative duties as assigned

Qualifications

Required

The Project Analyst is an entry level technical position with the following qualifications:

- Degree or graduate level education and work experience in building science, engineering or a related field
- Strong time management, organization and documentation skills
- Advanced capabilities and aptitude in Excel

Employment Opportunity: Project Analyst

- Excellent oral and written communications skills including the ability to clearly represent technical information in plain language
- Ability to work independently, collaboratively, and under tight deadlines
- Maturity, positive attitude, flexibility and high professional standards and ethics
- Ability to effectively manage multiple competing deadlines at the same time

Desired

- Experience working with building energy codes (IECC, Title 24, ASHRAE, etc.)
- Experience in architecture, engineering, building science or an energy efficiency-related field
- Commercial, multifamily and residential energy efficiency experience or exposure, with an emphasis on commercial buildings
- Graphics capabilities helpful (Adobe Creative Suite, PowerPoint, Tableau or others)
- Ability to work on a team and maintain a good sense of humor

NBI is focused on improving the performance of residential, commercial and multifamily buildings; successful candidates will have an affinity for and interest in building energy use, technologies, design strategies and the resulting benefits to occupants and the environment.

Details

This position will be located at NBI's downtown Portland, Oregon, office. This is a full-time paid position, salary commensurate with experience. NBI is involved in projects all over the United States, and occasional travel will be expected as part of the position. Travel expenses are reimbursed. A comprehensive benefits package is offered for this position. This position has a three-month probationary period.

NBI is an equal opportunity employer. We believe in a work, life balance and are committed to our employee's health and well-being. NBI is also committed diversity, equity and inclusion in all of our work and activities, including hiring practices.

To apply

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:
Mary Hansel, Controller
New Buildings Institute
623 SW Oak, Third Floor
Portland, Oregon 97205

References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.