

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: RESEARCH AND DATA ANALYST
REPORTS TO: DIRECTOR OF STRATEGIC INITIATIVES
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED
LOCATION: AUGUSTA, ME or PORTLAND, ME
(Check <https://www.energymaine.com/careers/> for status updates)

ABOUT THE POSITION

The Research and Data Analyst is a junior staff position that works on the Trust's Strategic Initiatives Team to provide data-focused support in the tasks associated with planning, implementation, measurement and verification, and reporting for the Trust's programs. The analyst's work centers on data collection, analysis, management and presentation and related tasks. Successful candidates should have an interest in advancing Maine's goals of promoting energy efficiency, conservation, and alternative energy. Understanding basic economics is helpful. The Trust seeks candidates that are technically and analytically oriented. Strong data, computer, spreadsheet, and writing skills as well as attention to detail are required. This position contributes to a mission-driven, enjoyable and stimulating work environment.

Please note that this job description is not a comprehensive list of all activities, duties, or responsibilities required in this position.

NEXT STEPS

Please send a **resume** and **cover letter** indicating that you are applying for the Research and Data Analyst position and describing your interest in Efficiency Maine and relevant qualifications. If you do not live in Maine, describe your interest in the state. Send all materials to hr@energymaine.com.

COMPENSATION AND BENEFITS

Efficiency Maine is committed to fair employment practices and employee pay equity. We do not discriminate based on protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation) in the payment of wages or screen applicants based on their current or past compensation. We determine salary by reviewing your application materials to evaluate your related education, experience, and training. Efficiency Maine is an equal-opportunity employer.

Salary Range: \$55,000-\$65,000

Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, and equitable salary placement among staff.

Benefits:

- Health insurance (with copay reimbursed) and dental insurance
- Hybrid working in our Greater Portland Area office, Augusta office, and some remote work with supervisor approval
- 20 days paid time off and 13 holidays per year, plus 2-week longevity leave every 7 years
- 401(a) and 457 retirement plans with Efficiency Maine's contribution of up to 5% of your salary
- Flexible health and dependent-care spending accounts
- Employer-paid life insurance, short-term disability insurance, and long-term disability insurance
- Employee assistance program
- Cell phone stipend

MORE ABOUT THE POSITION

Sample tasks include:

- Program Database Systems and Utility Data: Assist in maintaining and analyzing the Trust's project database and managing the database services provider; coordinate enhancements to program data and reporting systems toward the goal of a fully unified data management structure across all Trust programs; provide support for the acquisition, management, and analysis of customer data from electric and gas utilities.
- Data Requests: Compile and help analyze data for responses to data requests from the Board of Trustees, Public Utilities Commission, Legislature, ISO-New England, program evaluation contractors, national energy efficiency organizations, and other entities; coordinate and track the Trust's responses to industry surveys; responsibilities may include collecting, analyzing and presenting data using graphics.
- Energy Savings and Benefit/Cost Modeling: Prepare and analyze electric program data in support of the Trust's participation in the ISO-NE Forward Capacity Market; use the Trust's benefit-cost model to analyze cost-effectiveness for the Annual Report and for program planning, implementation and monitoring needs; manage the review and updating of benefit-cost model inputs, assumptions and documentation; provide technical research and support for the development and updating of the Trust's Technical Reference Manuals for energy efficiency savings calculations.
- Publications/presentations: Prepare and analyze program data for inclusion in the Trust's publications and presentations including the Annual Report, Triennial Plan, Annual Updates to the Triennial Plan; develop graphs and charts.
- Technology and Program Delivery Research: Investigate emerging energy efficient or alternative energy technologies and relevant program delivery strategies deployed across the country; prepare written summaries, including recommendations based on research.

Essential Skills:

- Communications – Ability to observe, ask relevant questions, and listen intently to gain actionable insights; Ability to speak, write, and present effectively; Ability to communicate technical information to a broad range of readers.
- Project management – Ability to develop plans with clear tasks, assignments, and due dates; gain buy-in from participants and keep projects on schedule.
- Problem-solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve problems.
- Teamwork – Ability to foster teamwork and establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals and build a culture of customer service.

Position Requirements:

- Education: Bachelor's degree required; preference for major or concentration in math, statistics, computer science, economics, business, engineering or public policy or a similar combination of education and experience with a quantitative focus.
- Employment History: One to three years of work experience in data analysis or similar position preferred; experience in utility or energy industry helpful.
- Authorization to work in the United States.

ABOUT EFFICIENCY MAINE

Efficiency Maine is an independent, quasi-state agency that runs the State's energy efficiency programs. Our nationally recognized programs offer financial incentives, technical information, and a network of independent contractors to help homeowners and businesses save money and reduce their greenhouse gas emissions. The result is job growth, better grid reliability, improved energy independence, a stronger local economy, and critical progress toward meeting the State's climate change goals. Visit efficiencymaine.com for more information.