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THIS IS A TEMPORARY VOLUNTEER POSITION WITH NO BENEFITS, PLANNED FOR 20 HOURS PER WEEK FOR A PERIOD OF SIX MONTHS, BUT SUBJECT TO CHANGE.

Position: Energy Policy Support Specialist  
Salary: \$0 (\*Course credit offered for those eligible)  
Grade: VOLUNTEER

#### NATURE OF WORK:

Provides support to Sustainability Project Manager by assisting with policy compliance for a building energy and water benchmarking policy.

Provide phone and email support to building operators with complying with a benchmarking policy focused on reducing energy and water use in buildings. Work with a variety of software platforms to track compliance and manage and analyze large data sets in Excel, EPA Energy Star Portfolio Manager, and other databases. Obtain and interpret building information from Orange County Property Appraiser and Tax Collector websites to keep our building records updated and accurate. Create official city documents to contact and notify building operators about the energy benchmarking policy and their compliance status.

This position will also include working together with Sustainability Project Manager and other staff to create educational materials (flyers, fact sheets, articles, reports, case studies, web pages, and presentations), technical resources and toolkits, and coordinate workshops and training.

#### MINIMUM REQUIREMENTS:

High school graduate with at least 60 semester college credits completed. Excellent oral and written communication skills and proficiency of basic computer and web applications (e.g., Microsoft Office, Outlook, etc) is required. Qualified applicant is highly-motivated, team-oriented, reliable, and a self-starter, with excellent attention to detail, strong analytical abilities, and is comfortable with managing data. Good time management skills and efficiency with multitasking are encouraged. Experience with statistical methods and data analysis or building energy management is a plus. Driver license required. A background check will be conducted prior to hire.

VALID DRIVER LICENSE FROM ANY STATE MUST BE PRESENTED AT TIME OF INTERVIEW. VALID FLORIDA DRIVER LICENSE MUST BE PRESENTED WITHIN 30 DAYS OF HIRE.

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#### **GREEN WORKS ORLANDO**

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