

**CRRC Project Manager
Job Announcement
Posted: April 11, 2008**

Company Description: Energy Solutions is a fast paced and innovative consulting firm, specializing in energy efficiency program design, implementation, and marketing. Our offices are located in Oakland, California. As a member of the Energy Solutions team, you will experience all of the benefits of working for a small company: opportunities to manage projects, close working relationships with colleagues, and flexibility in work schedules.

One of Energy Solutions' projects is to administer the Cool Roof Rating Council (CRRC), a non-profit membership organization. We are seeking to fill a Project Manager position to specifically staff the CRRC. In this role, you will have an opportunity to learn about technical aspects of cool roofing, work with the roofing industry, and develop your experience managing a successful non-profit corporation.

Cool roofs reduce roof surface temperatures by up to 100 degrees Fahrenheit, thereby reducing the heat transferred into the building below. This helps to reduce energy costs (by keeping attics and ducts cooler), improve occupant comfort, cut maintenance costs, increase the life cycle of the roof, and reduce urban heat islands along with associated smog.

Position Description: This Project Manager position will focus on providing program management support to this non-profit association with a small team of Energy Solutions staff. During the initial training period, the Project Manager will work on various aspects of the organization in order to learn about all aspect of CRRC management. This position will quickly grow to include more responsibility, both in terms of overseeing other staff working on the project and directing CRRC program activities.

Specific tasks will include:

- Coordinating with the CRRC Board of Directors and subcommittees
- Tracking the development of building codes and green building programs relating to cool roofs
- Working on technical aspects of the Product Rating Program, including pursuing its accreditation as an American National Standard
- Giving presentations and attending tradeshow (this position will include work travel several times a year)
- Marketing the CRRC through outreach efforts, articles and quarterly newsletters
- Managing staff (including delegating and tracking tasks, reviewing drafts and coordinating among several staff)
- Developing and managing a budget

Candidate Qualifications:

- Strong written and verbal communication skills. This Project Manager must interact regularly and confidently with an active Board of Directors and committees comprised of roofing industry representatives, scientists, government representatives, and other interested parties.
- Interest/experience in cool roofing and/or non-profit management.
- Ability to work independently with minimal supervision.
- A minimum of three years of relevant work experience.

Compensation and Benefits: Salaries are competitive and commensurate with experience. Energy Solutions offers medical and dental benefits, flexible health and commuter spending accounts, and an excellent retirement package. Please email cover letter with start date availability and your resume to Stephanie Stern at sstern@energy-solution.com.