



Abode Energy Management  
555 Virginia Ave, Building 5  
Concord, MA 01742  
339-707-0918  
AbodeEM.com

**Position: Energy Conservation Program Specialist (Full-Time)**

Company: Abode Energy Management

Location: Concord, MA

Abode Energy Management is a boutique energy consulting firm that drives efficiency improvements for residences and utilities in New England. As building science experts with years of experience in the clean energy space operating multiple companies, the Abode leadership team is committed to building a business that objectively serves all stakeholders with a focus on accountability, integrity, respect, and open communication.

### **Summary/Objective**

As part of the Abode team, the Energy Conservation Program Specialist will provide in-office support to Mass Save<sup>®</sup> program participants by reviewing customer eligibility, managing our inspections calendar, and handling multiple program administration issues as they arise. Working alongside program experts, the Program Specialist will be a critical player in meeting service level goals and ensuring that program objectives are achieved in the most efficient manner possible. This is an ideal role for a student seeking to learn more about how energy conservation programs are implemented from the perspective of a startup that is administering a statewide program. Attention to detail and a strong “doer” mentality is a must for a successful applicant.

### **Responsibilities may include:**

- Determine eligibility for households wishing to participate in utility-sponsored energy efficiency programs (Mass Save)
- Manage appointment calendars for seven field inspectors and assist customers wishing to schedule an inspection
- Manage ongoing administrative tasks related to program operations
- Develop marketing and communications strategies to grow our online presence

### **Job Requirements**

- Must be currently enrolled or a recent graduate of a college, university, or graduate program in Massachusetts OR be a Massachusetts resident that attended an out-of-state college or university
- Must be a participant in the MassCEC Clean Energy Internship Opportunity Program (a simple registration process we are happy to help navigate)
- Must be able to work in the Concord, MA office on a full-time basis

Abode will be reviewing applicants on an ongoing basis as part of the MassCEC Clean Energy Internship Program. Applicants can apply directly through their website (<https://www.masscec.com/clean-energy-internship-program-0>) or write to Christine.Tyler@AbodeEM.com.