
Job Posting Announcement Associate Program Manager

Applicants MUST reside in Michigan to receive consideration.

About Evergreen Consulting Group

Evergreen Consulting Group is a virtual full-service energy-efficiency consulting firm. We employ consultants experienced in advancing energy-efficiency initiatives for a wide array of clients. Our consultants are in strategic locations around the United States.

We are a supportive team that rewards individual initiative and performance. We have a progressive culture that embraces work-life balance in a virtual office environment from your home. This winning combination has resulted in repeated selection among the top companies on Oregon Business Magazine's list of 100 Best Companies to Work for in Oregon.

Our Shared Values at Evergreen

- **Meet Needs:** We exist to serve-identify needs and achieve meaningful results for our clients.
- **Adaptive:** We seek to be collaborative, inquisitive, and impactful.
- **Relationships Matter:** We create genuine, caring, and trusted relationships.
- **Excellence:** Our actions are based upon honesty, integrity, responsibility, and knowledge.
- **Community:** The environment we work within is open, balanced, and fun.

Position Description: Associate Program Manager

Thoughtfully design, develop, manage, and continuously improve energy efficiency programs. This role reports to the regional Program Manager to ensure that goals are achieved and clients are delighted.

Key Responsibilities:

- Work with the Program Manager to develop and continually refine annual operating and budget plans.
 - Develop and maintain productive working relationships with clients, staff, and other critical stakeholders.
 - Assists with developing and executing trade ally marketing/outreach programs and activities for energy efficiency programs.
 - Active participation in companywide meetings and assignments, including contributing to cross functional collaboration and initiatives.
 - Proactively identify and continually stay abreast of sales, business development or product development leads and opportunities related to client, program, or other areas of responsibility.
 - Actively participate with local, regional, and national associations relevant to Evergreen's and the client's work.
-

Position Qualifications:

- Demonstrated evidence of success in developing and implementing efficient and effective projects and/or energy efficiency programs;
- Knowledge of direct sales, outreach, marketing, management, business development, supply chains and/or energy efficiency programs;
- Knowledge of financial and business analysis and management;
- Demonstrated evidence of success in working directly with clients and decision-makers including managing diverse priorities among various stakeholders;
- Excellent written and verbal communication skills including the ability to synthesize and communicate complex issues to a variety of audiences;
- Must be self-driven with the ability to work with minimal direction in a virtual environment with focus on details and exceptional follow-through;
- Managing multiple simultaneous tasks and projects;
- Ability to compile, research and analyze data and formulate conclusions and recommendations;
- Ability to clearly and concisely write and prepare written reports and communications;
- Contribute to a positive and construction work environments while holding self and others accountable for commitments;
- Some regional travel will be required (5-15% annually);

Preferred Skills/Experience:

- College graduate or equivalent with 3 to 5 years prior experience in a field related to energy efficiency or utility management;
- Interpersonal and relationship building skills;
- Demonstrated experience or capabilities or in a leadership and management role;
- Strong program or project management skills;
- Excellent mentoring, coaching and people management skills;
- Intermediate to expert proficiency with all Microsoft Office applications;

Physical Efforts:

- Sitting for extended periods at a computer;
- Talking on the telephone or on video conferences for extended periods of time;
- May require more than 40 hours per week of work from time to time to meet deadlines and obligations;
- Speak/hear. Provide clear, accurate communication.

The Company will make reasonable accommodations, which will allow the employee to perform the positions essential job functions.

Other Requirements:

- Valid driver's license
 - Dependable transportation along with verifiable insurance
 - Drug Test – must pass pre-employment drug screen
 - Pre-employment background check
-

Benefits: Compensation is very competitive and commensurate with experience in the industry. Company benefits include full employee medical/dental/vision coverage plus short- & long-term disability and life insurance, paid-time off, paid sick time, holiday pay, company contribution to 401(k) program (after three months of successful employment), discretionary bonuses, professional association expenses and development/training support. Evergreen is currently a “virtual” company and includes other non-tangible benefits for top performing employees.

Evergreen Consulting Group provides equal employment and affirmative action opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

To receive consideration for this position applicants must apply here:

<https://evergreen.hua.hrsmart.com/hr/ats/JobSearch/viewAll>
