



## Circuit Rider

### ORGANIZATIONAL OVERVIEW

Green Coast Enterprises develops real estate and performs a continuum of real estate services focused on urban areas in need of community renewal located in the Southeastern United States, with a special focus on coastal areas threatened by climate change. Our projects are profitable, and they result in economically vital, environmentally superior spaces that are healthy and exciting for their users.

**GCE Services**, LLC is the consulting arm of the business providing energy efficiency and green building services to municipalities, schools, commercial and multifamily developers and utilities.

<b>Title:</b>	Circuit Rider
<b>Years of Experience:</b>	3+ years' experience with education, business development, or sales. Preference for candidates with experience in energy efficiency or solar.
<b>Location:</b>	New Orleans, LA

### POSITION DESCRIPTION

#### Circuit Rider

Green Coast Enterprises seeks exceptional staff members to support the implementation of projects that meet the company's triple bottom line standards. The Circuit Rider provides on-site training, resources and technical assistance to interested stakeholders in relation to the State of Louisiana's updated building energy code.

The Circuit Rider will plan and execute various training sessions and provide technical assistance across the state of Louisiana to further explain the recent updates to the Louisiana Energy Code to various stakeholders, including builders, architects, engineers and contractors, to ensure compliance with the new energy code. In addition the Circuit Rider will prepare and distribute relevant resources to support the ongoing education around the updated building code. The position reports to Sarah Brichetto, COO.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Circuit Rider will be responsible for the following primary activities:

- Identify and prioritize jurisdictions and stakeholders with a high need for energy code technical assistance.
- Assemble and develop resources and training materials to support priority jurisdictions and stakeholders based on identified gaps.
- Deliver ongoing tailored technical assistance to the priority jurisdictions and stakeholders.
- Communicate with grant team regarding projects updates.
- Other duties as assigned.

## **BASIC QUALIFICATIONS**

- Bachelor's degree from an accredited four-year college or university in a related field with 3+ years of experience
- 3-5 years of teaching, sales, business development or outreach experience OR experience working in a construction-adjacent industry
- Proficient in Microsoft Office Suite, including Word, Excel, Outlook, SharePoint and Powerpoint
- Preference for a candidate with design experience including Adobe InDesign and Canva
- Advanced written and oral communication skills, and presentation skills
- Strong customer service skills
- Good organizational and planning skills
- Ability to build and maintain relationships
- Valid driver's license with clean driving record and a reliable vehicle

## **DESIRED/PREFERRED QUALIFICATIONS**

- Master's degree or higher in a related field and 3 or more years of related work experience
- 1+ years of experience with energy efficiency, solar technologies or building trades
- Understanding of building operations, architecture, or construction trades
- Previous experience working with contractors, building inspectors, architects or industries adjacent to the stakeholder group
- Experience interacting with diverse populations and demographic groups

## **PROFESSIONAL SKILLS**

- Strong organizational skills, attention to detail, positive follow-through approach
- Interpret verbal and non-verbal behavior to develop accurate perception and understanding of trainee need, values and opinions.
- Pleasant and cooperative attitude with co-workers. Must work within a team environment designed to support internal and external customer needs and expectations.
- Sound business ethics, including the protection of proprietary and confidential information
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team
- Ability to work with all levels of internal staff, as well as outside clients and vendors
- Excellent problem-solving skills with ability to analyze situations, identify existing or potential problems and recommend solutions

GCE Services, LLC, provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.