
Earth Forward Group

Who We Are

Earth Forward Group, LLC (EFG) is a woman-owned small business incorporated in the State of Connecticut, with offices throughout New England and New York. The company was formed in New Haven, CT in 2015 and provides workforce development training, sustainability consulting, program design and management, business development, and marketing & outreach services to public, private, and nonprofit entities related to energy efficiency, renewable energy, weatherization, building performance and sustainability management.

Sr. Program Manager – Energy & Sustainability Workforce Development

Remote

Job Description

EFG is looking for an experienced Program Manager or Senior Program Manager to join the team as we enter our next phase of growth. In this position, you will develop and execute sustainability programmatic designs, plans, and strategies to strengthen the company's product portfolio and align with client needs and State and Federal Energy goals.

Program Overview

The building and construction industries are facing a mass retirement over the next five years. Simultaneously, our nation has committed to improving our infrastructure and buildings to reduce resource consumption and carbon emissions and their impact on climate change. To accomplish these goals, the construction industry needs to increase its workforce as well as increase the knowledge of sustainable building standards to put into practice. Stakeholders are turning their focus to the weatherization workforce training partnerships to attract participants and promote these good paying high performance construction jobs. EFG is a consulting group which conducts research for the design and implementation of workforce development training programs for sustainability related careers.

Role & Responsibilities

- Serve as Senior Program Manager by overseeing coordination and execution of key program operations for new and existing clients.
- Serve as subject matter expert and lead designer on critical programming, such as curriculum development and/or contributions for workforce weatherization programs and other climate resilience programs.
- Inform and collaborate with the program management and broader EFG team on program design, growth planning, and product strategy for expansion of product/program offerings.
- Support current programs as they launch to ensure strategic alignment, objectives are defined and met, and clients are satisfied with deliverables.

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- Conduct research related to relevant subject matter to develop organizational knowledge and fluency on topics, market trends, policy, and client feedback to inform design decisions.
 - Attend industry and stakeholder meetings to track industry trends and goals established by the Federal and State agencies as well as conferences.
 - Monitoring & evaluation of programs, including data collection, analysis, and fulfilling client reporting requirements.
 - Technical and report writing of key client proposals, program plans and expansions, design frameworks, and other programmatic reporting as needed.
 - Facilitate client meetings and workshops for program execution.
 - Other duties as assigned.

Travel Requirements

- Up to 10% travel (primarily northeast region with potential to expand nationwide)
- Must have reliable transportation.

Desired skills and experience

- Candidate should have either:
 - 5+ years of experience and a Bachelor's degree in related fields, ideally in environmental science, sustainability or energy efficiency related studies OR
 - 1-3 years of experience and a Master's degree in related fields.
- Strong program and project management skills with demonstrated success in previous programs
- Excellent writing skills for technical reports and general program communication
- Strong analytical skills and ability to clean, analyze, and report on data findings
- Demonstrated presentation skills in front of groups.
- Knowledge of climate resilience efforts in the US , the weatherization industry and high performance building standards; HERS, Passive House, EnergySTAR BPI certifications are a plus.
- Fluency in Asana, MS Office, and Google applications.

Compensation

This role will be paid \$45 - \$55/ hour depending on qualifications and experience, with a maximum of 30 hours allotted per week as a contractor of Earth Forward Group.

Interested candidates must send a resume and cover letter to tiffany@earthforwardgroup.com with the subject [name, position].