



**Energy and Transportation Projects Manager**  
\$52,000-60,000 Full-time, Salaried – Steamboat Springs, CO

**About YVSC**

Yampa Valley Sustainability Council (YVSC) is a 501(c)(3) nonprofit organization located in Steamboat Springs, CO (Routt County) ([www.yvsc.org](http://www.yvsc.org)). Established in 2009, YVSC is guided by the mission, “to serve as a leader, resource and catalyst for building a sustainable and resilient Yampa Valley region.” Recognizing the urgent need to address climate change, YVSC is focused on serving as a regional hub for climate mitigation and adaptation actions that put Northwest on track to a lower-carbon and more resilient future. YVSC works to reduce carbon emissions and build resilience to current and project changes through our four Priority Areas: Energy, Transportation, Resilient Land and Water and Waste/Circularity. We use a range of approaches to advance action on the ground, including: programs, partnerships, planning, policy development and advocacy, project implementation, trainings and educational workshops, conferences and speaker events.

**Position Description**

The Energy and Transportation Projects Manager will be a key staff member of YVSC’s Energy and Transportation Priority Areas and support projects, contractor recruitment and training, contractor and public workshops and other events that advance program goals and impacts. This position will report to the Energy and Transportation Director and will work collaboratively with regional and statewide partners to support energy efficiency and beneficial electrification of regional buildings and transportation systems. This position will serve as a resource and energy concierge for commercial and residential building and vehicle owners who are interested in energy efficiency upgrades and electrification, and will support YVSC’s partnership programming with Energy Smart Colorado program, including providing homeowner education, conducting energy assessments, and supporting local contractors with training. This position requires a technical background in, or strong desire to develop technical skills in building energy management, green building practices, electric vehicle and charging systems, and the ability to multitask and provide effective public outreach. This position reports to the Energy and Transportation Director.

**The Opportunity**

The Energy and Transportation Projects Manager should be detail-oriented and ready to support on-the-ground program implementation and administrative activities, event planning and coordination and energy and transportation education and outreach. The candidate should have excellent interpersonal and communication skills to support a broad range of administrative and operational activities.

Responsibilities will include:

- Oversee YVSC’s Energy Smart Colorado program activities supporting residential and commercial clients. This program provides energy assessments, energy advising, contractor referrals, and rebate information.

- Maintain program reporting and budgeted tasks.
- Maintain the Salesforce database for energy assessments and energy improvements, including modeling.
- Follow up with and field questions from homeowners after their audit is completed, encouraging homeowners to make energy efficiency upgrades.
- Attend monthly calls with Energy Smart Colorado partners across the state.
- Develop and execute workshops for community members and contractors.
- Coordinate workshop logistics – invitations, speakers, locations, etc.
- Support special projects as needed, such as developing and executing programs for HOAs and multi-family buildings.
- Perform energy assessments – If needed, obtain Building Performance Institute Certification (paid for by YVSC).
- Complete approximately 50 home energy assessments annually and deliver timely energy assessment reports to customers and provide follow-up advising.
- Support implementation of partnership programs, such as fleet electrification and electric vehicle public education and outreach activities.
- Support Climate Action Plan implementation efforts, as directed.
- Contribute to community education and outreach initiatives that support and advance program and organizational goals.
- Work with YVSC communication staff to develop communication materials for related YVSC events, media and advertising in order to accurately convey program successes and relevance.
- Participate in monthly YVSC community meetings and other meetings as needed for program development and outreach.
- Coordinate and work with interns and volunteers for community involved program events.
- Participate in and support other YVSC activities, events and community engagement opportunities to ensure the success and growth of the organization.

## **Qualifications**

- B.S./B.A. degree and at least two years of professional experience in a related field, or equivalent combination of education/professional experience.
- Preferred certifications and experience include: Building Performance Institute (BPI) Building Analyst, Building Analyst-Technician, or Building Analyst-Professional certification. Willingness to obtain these is acceptable.
- Experience with energy audits and energy ratings, including blower door, infrared camera, duct blaster, and basic energy upgrades.
- At least three years of experience in environmental, nonprofit, and/or construction fields.
- Strong interest in environmental stewardship and conservation.
- Conceptual and practical understanding of energy efficiency and renewable energy.
- Experience working in office and customer service relations.
- Strong basic math skills and aptitude for learning and understanding energy efficiency and green building technical concepts.
- Ability to complete projects in a timely manner.
- Strong computer skills required, especially Microsoft Word, Excel and Google Suite. Database experience a plus.
- Excellent interpersonal and written skills.
- Reliable transportation, valid driver's license, and clean driving record are required.
- Ability to work independently, build relationships and collaborate.

## **Salary and Benefits**

The salary range for this Energy and Transportation Projects Manager position is \$52,000-\$60,000 to start, commensurate with education and experience. Yampa Valley Sustainability Council offers a competitive benefits package, including full medical, dental, long-term disability, life insurance coverage and retirement savings contributions, as well as paid time off, paid holidays, holiday bonuses and professional development funding. YVSC offers a flexible work schedule, as this position may require attendance at evening and weekend events, but the position will be based at the YVSC office in Steamboat Springs. This is not a hybrid/remote position.

## **How to Apply**

To apply, submit cover letter, CV/resume and list of three professional references to [info@yvsc.org](mailto:info@yvsc.org) by 11:59 p.m. May 12, 2025. Review of applications will begin after the search closes. Only complete applications will be considered.

**YVSC is an Equal Opportunity Employer.** YVSC encourages applications from individuals from any race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, without regard of results of genetic testing or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

YVSC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to [info@yvsc.org](mailto:info@yvsc.org) with Request for Accommodation in the subject line.