

Research Assistant

The National Energy Assistance Directors Association (NEADA) seeks an organized and energetic professional to fill the position of Research Assistant. This position will support NEADA's projects involving the Low Income Home Energy Assistance Program, Low Income Home Water Assistance Program and the Inclusive Shared Solar Initiative. NEADA is a nonprofit that works to foster coordination and cooperation among state and federal agencies in the areas of energy policy and program development.

The position requires an individual with excellent organization and research skills; someone who pays attention to detail and can multi-task. Until further notice, the Assistant will work remotely, and must be able to work efficiently while being self-guided.

Reporting to NEADA's Executive Director, the Assistant's responsibilities include, but are not limited to, the following:

- Researching energy efficiency finance, legislation, and low income energy assistance topics
- Preparing materials such as Powerpoint presentations, reports, and briefing memos
- Overseeing surveys and data collection from NEADA members
- Completing research for OpEds and reports on social justice issues, developments in the low income energy sphere, and other relevant topics
- Assisting in organizing conferences and meetings
- Additional responsibilities as assigned and required in a small office setting

Qualifications

- Excellent written and oral communication skills;
- Knowledge/background in economics and human service programs preferred
- Excellent computer skills including Microsoft suite of programs
- Ability to work as a team with a small staff
- Demonstrated ability to administer multiple and complex projects in a timely manner

Compensation

Competitive pay commensurate with experience. Healthcare provided for full-time employees. Flexible work schedule and paid federal holidays.

To apply, please send a resume and cover letter that specifically addresses how your experience matches the above job duties to info@neada.org.