



## BUILDING DECARBONIZATION COALITION

### POSITION ANNOUNCEMENT RESEARCH ASSOCIATE

**Reports to:** Manager of Policy Research and Knowledge Sharing

**Classification:** Full-time, exempt

**Location:** Remote; can be based anywhere in the U.S.

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#### ABOUT THE BUILDING DECARBONIZATION COALITION

The [Building Decarbonization Coalition](#) (BDC) unites building industry stakeholders with energy providers, environmental and environmental justice organizations, labor and workforce stakeholders and local governments to help electrify homes and workspaces with clean energy. Through convening, policy analysis, and consumer awareness building, the Coalition is pursuing fast, fair action to accelerate the development of zero-emission homes and buildings that will help leading states cut one of their largest sources of climate pollution, while creating safe, healthy and affordable communities.

#### POSITION DESCRIPTION & KEY PRIORITIES

BDC is bringing together building decarbonization advocates in the leading states of California and New York and across a broader set of states to co-create a common approach to phasing out gas appliances in a way that policymakers, manufacturers, organized labor, and environmental justice groups will support. Together, the states we are targeting represent 60% of the U.S. gas demand in buildings.

This newly created position will support BDC's vision and play a key role in advancing our work across the U.S. Specifically, this position is responsible for conducting research and collecting, curating, and organizing digital resources in support of building decarbonization.

#### ROLE DESCRIPTION

The Research Associate will:

- Conduct and/or compile existing research on building decarbonization policies, programs and approaches to help BDC advance key workstreams
- Curate and maintain an online library of resources useful to BDC's members and partners working on building decarbonization across the country
- Work with BDC's web developer to maintain high quality, up-to-date resources on BDC's website
- Evaluate, classify, and prioritize content based on audience and application
- Apply and evolve existing organizational taxonomies
- Assess and build out additional information storage platforms as appropriate
- Identify research gaps for additional study

- Contribute to research efforts internally and with BDC partners
- Participate in and contribute to the development of BDC-specific assets

## **QUALIFICATIONS**

The selected candidate will possess the following qualifications:

- A passion for building decarbonization, reflected in a clear commitment to the mission and growth of the Coalition
- Strong research, data collection, organization and compilation experience
- Experience evaluating and synthesizing research for multiple audiences
- Highly collaborative work style with the ability to operate as a peer and thought partner to senior management and team leads
- 2-3+ years of experience with Wordpress
- Experience with Google suite of collaboration tools
- Excellent problem solving, design, debugging, and testing skills
- Excellent verbal and written communication
- Knowledge in the fields of climate change, decarbonization, environmental justice, and local and state policy, especially applied or practical experience with a particular audience or stakeholder group is preferred

Additional desirable traits include:

- Graduate degree in a research-intensive field
- Basic html web development
- Interest in local government policy and procedures

## **WORK ENVIRONMENT, SCHEDULE & TRAVEL**

This position will work remotely from their home and can be based anywhere in the United States. Some travel will be required, respective of Covid-related health and safety guidelines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions. This is a full-time salaried position with comprehensive benefits. Typical work hours are Monday through Friday, 9:00 AM to 5:00 PM.

## **SALARY AND BENEFITS**

The salary range for this position is \$70,000 to \$80,000, commensurate with experience, plus a competitive benefits package including health coverage, retirement benefits, flexible paid leave, paid holidays, and access to professional development resources.

## **COMMITMENT TO EQUAL EMPLOYMENT**

The Building Decarbonization Coalition values diversity in all its forms and is committed to an inclusive and transparent recruitment process. We recruit and hire without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance. People of diverse backgrounds are strongly encouraged to apply.

**TO APPLY**

**Email a cover letter and resume to [inbox@vamos.llc](mailto:inbox@vamos.llc).** One combined PDF file is preferred. Candidate review and phone screens begin immediately and will be conducted throughout the search period.