Administrative Support Specialist/Intern for the CCR REN Codes & Standards Program

Reports to: Program Manager
Job Classification: Temporary, Non-Exempt, Hourly
Compensation: $25/hour
Schedule: Part-time
Location: Remote

Organization and Program Overview:

The High Sierra Energy Foundation (HSEF) is hiring a "part-time temporary employee" (Employee) to support the development of a comprehensive database that will help guide the Central California Rural Regional Energy Network (CCR REN) Codes and Standards program outreach efforts. The CCR REN was approved by the California Public Utilities Commission in September 2024 and brings energy efficiency programs to public, commercial and residential ratepayers in 89 cities in 14 counties, serving more than 5.4 million customers across a territory of more than 49,000 square miles. The CCR REN member organizations include the Association of Monterey Bay Area Governments and County of San Luis Obispo on the Central Coast; the San Joaquin Valley Clean Energy Organization in the San Joaquin Valley; and the High Sierra Energy Foundation in the Eastern Sierra Nevada region. Counties served by CCR REN Codes and Standards Program include Fresno, Inyo, Kern, Kings, Madera, Merced, Mono, Monterey, San Benito, Santa Cruz, San Joaquin, Stanislaus and Tulare.

The Codes and Standards Program is one of CCR REN's initiatives focused on supporting building professionals and local governments in understanding, adopting, and enforcing energy building codes within their jurisdiction, by providing training, resources, and guidance to ensure compliance with state and local energy efficiency standards.

Position Details:

This role provides an opportunity to gain practical experience doing research in the energy efficiency field, with exposure to building codes, energy standards, and key stakeholders in the energy sector. This position is entirely remote, and the Employee will be responsible for managing their time effectively and meeting deadlines. Virtual communication will be conducted via email, phone, and video conferencing.

The position will be tasked with researching and compiling contact information for professionals in relevant Authority Having Jurisdictions (AHJs) and building professionals within the CCR REN service areas, as well as information from chapters of the American Institute of Architects (AIA) and the International Code Council (ICC). This database will play a critical role in shaping outreach strategies and building relationships for energy efficiency initiatives and workforce training programs.

- The position is fully remote and provides a flexible schedule.
- Employee is expected to work between 5 to 10 hours per week depending on availability and project deadlines. The schedule is flexible; however, deliverables must be completed as determined between Employee and Program Manager.
- This role reports directly to a Program Manager. Regular check-ins will be scheduled to ensure progress and to address any questions or concerns.

Key Responsibilities and Tasks:

1. Desk Research and Data Collection:
   - Research AHJs:
     - Conduct online research to gather contract information for professionals within the relevant AHJs across the CCR REN service regions. This will include municipal and county government offices that enforce building codes and standards.
     - Identify key contacts within these AHJs and gather relevant details such as names, job titles, contact information, and associated roles in energy efficiency or building codes. Phone calls to verify online information may be necessary. (Full criteria listed below in Deliverables)
     - Compile AHJ data into a spreadsheet.
   - Research AIA Chapters, ICC Chapters, and Contractor Member Organizations:
     - Research and obtain information for local chapters of the American Institute of Architects (AIA), the International Code Council (ICC) operating in the CCR REN service areas and local building professional's organizations.
     - Gather details such as chapter names, leadership contacts, and relevant energy efficiency or building codes programs or committees within these organizations.
     - Collect contact information for key members in these chapters who are involved in energy-related initiatives and compile data into a spreadsheet.
2. Collaboration and Communication:
   - Ensure that data is entered accurately and consistently.
   - Regularly communicate with the CCR REN Codes and Standards Program team to ensure the database aligns with outreach goals and needs.
   - Provide weekly updates on progress and any challenges encountered.
   - Participate in virtual team meetings as needed to discuss findings and next steps.
   - Document the process for how information was collected and organized, creating a set of instructions that can be followed by future team members.

Ideal Candidate Qualifications:

- **Required Skills and Experience:**
    - Strong research skills and attention to detail.
    - Proficiency with spreadsheet software (e.g., Microsoft Excel, Google Sheets).
    - Excellent communication skills (written and verbal).
    - Ability to work independently and as part of a remote team.

Deliverables:

1. A fully populated and organized spreadsheet containing AHJ, AIA, and ICC chapter information relevant to the CCR REN service regions. Fields to populate include:
    a. First and Last Name
    b. Organization Name
    c. Contact Type (e.g., public, private, non-profit)
    d. Department
    e. Work/Job Title
    f. Profession (e.g., tradesperson, designer, government)
    g. Email
    h. Phone
    i. Physical Address
    j. County
    k. Website URL

2. A process document detailing how information was collected.
3. Ongoing communication summarizing the work completed, challenges faced, and any suggestions for further development of the database.

Employment Requirements:

1. Must be able to provide proof of eligibility to work in the U.S.

Application Instructions:

Please submit a resume, a brief cover letter outlining your interest in this role, and any relevant coursework or projects related to energy efficiency, database management, and self-directed research to info@highsierraenergy.org. Include "Application for Administrative Support Specialist" in the subject line.