



**Maryland**  
Energy  
Administration

**Wes Moore, Governor**  
**Aruna Miller, Lt. Governor**  
**Paul G. Pinsky, Director**

**ENERGY SPECIALIST**  
**Four (4) Positions Available**

***This is an expedited recruitment, please apply no later than May 3rd, 2024 for best consideration.***

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Emission Reduction Act, Inflation Reduction Act and the Climate Solutions Now Act you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

**Position Responsibilities:**

Energy Specialists are assigned a portfolio of programs or program managers and will typically provide associate level support to design and administer programs; support the development of agency education materials; represent the agency at outreach events interacting with the general public as well as providing other services as assigned. Energy Specialists support MEA's mission while honing their technical, professional and leadership skills. Efforts are made to pair Energy Specialists with programs and initiatives based on their background, demonstrated skills and interests while considering agency needs. Energy Specialists can come to MEA from a variety of educational backgrounds and MEA's mission benefits greatly from the diverse experiences and perspectives of specialists. Successful candidates should have a passion for energy technologies, programs, policies and initiatives and be willing and open to learning on an ongoing basis. Historically, seasoned Energy Specialists have often successfully advanced to Program Managers should positions become available.

MEA is specifically interested in energy specialists with an interest in building electrification, efficiency as well as transportation electric vehicle infrastructure, experience and interest in these topics should be noted in the resume or cover letter.

The position will be responsible for the following:

- Supporting assigned MEA energy programs by drafting program materials, reviewing invoices and program reports, and assisting program managers with direct customer service.
- Conducting financial and statistical analysis including graphically displaying data from a variety of public sources including MEA's salesforce customer management system, key public databases and other sources as available;
- Developing web content, blogs and program announcements and assisting with program outreach and marketing.
- Representing MEA in various venues (e.g., virtual, public facing venues and community events).
- Identifying and tracking relevant trends in energy technologies, policies and funding opportunities.
- Managing program documents including the routing of documents for signature, retention of records and assisting in the QA/QC of program documents and procedures.
- Conducting routine oversight of program performance, run reports to track program progress and prepare metrics reports for senior agency leaders and peers.
- Developing outreach materials to support MEA community facing events
- Coordinating outreach events including scheduling, preparing outreach material packages, assisting in set up and representing MEA to the public.
- Supporting high volume programs needs such processing of energy rebates and other transactions as needed.
- Other duties as assigned.

### **Minimum Qualifications:**

- Entry level
- Associate or Bachelor's degree in finance, economics, business administration, engineering or a related field or equivalent experience.
- Proficiency in the Microsoft Office (also known as "Microsoft 365") Suite, with special emphasis on Excel, Google Sheets, or similar spreadsheet-based program(s). The successful candidate should not require instruction on these programs;

- Demonstrated proficiency in business and technical writing;
- Strong verbal and written communication skills.

**Preferred Qualifications:**

- Previous experience with energy policy, programs or similar initiatives.
- Experience with electric vehicle infrastructure, commercial building energy efficiency, commercial building electrification and other similar efforts.
- Experience
- Strong verbal and written communication skills.
- Comfort and ability to interact with people at a variety of levels

**Position Location:**

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position may require the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

MEA is located in the Montgomery Park Office Complex at 1800 Washington Blvd, Baltimore Maryland. Montgomery Park is a historic building (coming up on its 100th anniversary) with onsite amenities such as a food court, electric vehicle charging access and shuttle to public transportation nodes.

**To Apply:**

Send a cover letter, resume, writing sample, and salary requirements by email with “Energy Program Manager-Energy Specialist” in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

**Salary:**

This is a State contractual employee position. Contractual employees are not eligible for full state employment benefits; however, they may be eligible for subsidized health benefits coverage and may be granted limited leave, based on the number of hours worked. Additional information about these benefits is available upon request. Salary commensurate with experience in the range of \$50,000 to \$70,000 annually. Note this position is funded by a multi-year federal program.