



PROJECT COORDINATOR: UTILITY ENERGY EFFICIENCY PROGRAMS

Marketing and Outreach (San Francisco)

Enovity seeks a Project Coordinator to perform marketing and outreach activities for its Utility Energy Efficiency Programs from its headquarters in San Francisco. Enovity is a growing, dynamic energy efficiency consulting company with a strong commitment to technical innovation, environmental stewardship, and quality of service. This position is primarily responsible for promoting Enovity's energy efficiency programs through marketing and outreach, liaising with Utility Account Representatives, and coordinating the development of marketing collateral.

Responsibilities:

- Conduct market research, develop new and maintain existing Program marketing plans
- Coordinate the development and distribution of printed and electronic marketing materials
- Build and manage relationships with utility account executive/representatives and trade associations to support marketing opportunities
- Identify industry events and other methods of marketing and promoting the Programs
- Attend and present at conferences, web seminars, and other promotional events
- Recruit large commercial and industrial customers to participate in the Programs
- Establish and maintain effective working relationships with technical and administrative Program staff
- Track marketing progress against goals, develop solutions for improvement
- Manage new leads and follow-up as needed
- Coordinate with customers to assist them as needed throughout their project
- Monitor and report on all marketing activity and results
- Assist in general company marketing efforts as needed

Education and Qualifications:

- Bachelor's Degree in business or related field required
- MBA preferred but not required

Skills and Experience:

- Two to five years experience in marketing or business development
- Excellent writing and communication skills
- Able to understand and communicate technical concepts
- Strong attention to detail
- Experience in energy efficiency or utility programs preferred

To Apply:

For immediate consideration, please send a resume to hr@enovity.com.

For more information on Enovity, Inc. please visit our website at www.enovity.com.