

# RESNET® Position Description

## Programs Engagement Specialist

### Position Summary

The RESNET Programs Engagement Specialist will report to the RESNET Program Director and work closely with the Program Director and other members of the Programs Team on engagement, training, outreach, education and partnership initiatives to grow RESNET®'s programs and expand its reach.

### Experience, Education, and Skills

#### REQUIRED:

- Demonstrated working knowledge with RESNET HERS® Index, HERSH2O® and Carbon Index ratings.
- Demonstrated track record of providing effective education, training, and marketing for energy or water efficiency and/or carbon emissions in residential construction.
- Demonstrated track record of working both independently and in a team environment.
- Strong cross-functional collaboration and consensus-building skills.
- Minimum of 2 years' experience implementing one or more of the following federal programs: ENERGY STAR Homes or MFNC, DOE's Zero Energy Ready Home Program, Indoor AirPlus or WaterSense Labeled Homes.
- Experience developing and delivering presentations in live and virtual environments.
- Strong copywriting, vocabulary, copy editing, and proofreading skills.
- Excellent organizational, project planning, and written and verbal communication skills.
- Attention to detail, analytical problem-solving skills, and technical orientation.
- Experience using Microsoft Office programs, including Word, Adobe, Excel, and PowerPoint.
- Experience working from home or in a fully remote work environment.
- Bachelor's degree or equivalent combination of education and experience.
- Ability to travel approximately 8–10 times per year.
- Valid state-issued driver's license.

#### PREFERRED:

- Minimum 3 years' experience as a certified RESNET® HERS Rater or equivalent knowledge, skills, and experience.
- Minimum of 2 years' experience implementing one or more of the following federal programs: ENERGY STAR Homes or MFNC, DOE's Zero Energy Ready Home Program, Indoor AirPlus or WaterSense Labeled Homes.
- Experience with the standards development process.

- Familiarity with residential water efficiency and operational and embodied carbon emissions.
- Previous experience implementing residential green building programs such as ENERGY STAR Homes or MFNC, DOE's Zero Energy Ready Home Program, Indoor AirPlus, WaterSense Labeled Homes, LEED for Homes, Passive House, and NAHB Green Building.
- Familiarity with the International Energy Conservation Code.
- Experience working with state and/or local governments.
- Experience developing collaborations with industry stakeholders.
- Experience using Canva, Creative Cloud, etc.
- Experience developing agreements for partnerships or collaborations.

### **Position Functions and Duties**

**1. Outreach, Education, Training, Marketing, and Promotion of RESNET Programs.** This includes but is not limited to:

- a. Conduct virtual and in-person meetings and presentations with Rating Providers, Rating Companies, builders, home builder's associations, and code officials to promote RESNET's programs, including the HERS® Index, HERS<sub>H2O</sub>®, HERS Carbon Index, ENERGY STAR, Zero Energy Ready Home, WaterSense Labeled Homes and other programs under development.
- b. Be a resource for RESNET stakeholders to learn about RESNET's programs.
- c. Seek opportunities that can help grow RESNET's programs.
- d. Develop training, educational, and marketing content related to RESNET's programs.
- e. Stay updated on changes to RESNET's programs and standards changes.
- f. Conduct training and education webinars for RESNET stakeholders.
- g. Provide technical assistance to RESNET stakeholders as needed.
- h. Coordinate with the Quality Assurance Team for Provider meetings and other training, outreach and engagement needs.
- i. Coordinate with RESNET's communications director on releases and promotional needs.
- j. Attend industry conferences that can help grow RESNET's programs.
- k. Be familiar with incentive programs that impact RESNET's programs.

**2. Support and Grow RESNET's Collaborations.** This includes but is not limited to:

- a. Provide support for RESNET's engagement with Utility Companies, Home Builders Associations, RESNET Suppliers Advisory Board and its members.

- b. Foster relationships with existing partners.
- c. Seek collaboration opportunities with industry stakeholders that can help grow RESNET's Programs.
- d. Develop content that can help promote and generate opportunities for RESNET to collaborate with-prospective industry stakeholders.
- e. Deliver virtual and in-person presentations for current and prospective industry stakeholders.
- f. Draft announcements for new collaborations.

**3. Assist with new program development and updates to existing RESNET® programs.**

This includes but is not limited to:

- a. Update the IECC/HERS Code Compliance Program as needed.
- b. Update the HERS<sub>H2O</sub> Program as needed.
- c. Develop new programs related to water, carbon, energy, or energy codes.
- d. Respond to changes in programs and requirements where RESNET is the Home Certification Organization (HCO), including WaterSense, ENERGY STAR and Zero Energy Ready Home.
- e. Potential development of a program for modular/off-site construction.
- f. Potential development of a program for existing homes, focused on real estate investors and other scalable opportunities.

**4. Support the RESNET® Program Director.** This includes but is not limited to:

- a. Provide technical assistance for ENERGY STAR, Zero Energy Ready Home, and future programs where RESNET is the HCO.
- b. Develop guidelines and training materials for new and existing programs.
- c. Provide outreach and support for utility companies pursuing energy, water, and carbon efficiency programs
- d. Provide support for state and local energy code adoption as needed.

### **Typical Working Conditions**

The position requires constant contact with coworkers, builders, providers, and utility companies. Work is performed indoors and requires visits to job sites and other office locations in the field. This position requires full-time hours (40 hours per week) Monday through Friday. Occasional weekend and evening work is required when attending offsite meetings and conferences. Regular punctual attendance is required. The employee must be able to travel out of state approximately 8-10 times per year.

## Equipment, Tools, and Machines

Must possess working knowledge of office machines and equipment, including but not limited to laptop or desktop computers and related software and applications, tablets, phones, printers, scanners, and other general office equipment.

## Typical Physical and Cognitive Demands

Requirements and Frequency		
Occasional Demands (1-33% of the time weekly)	Frequent Demands (34-66% of the time weekly)	Constant Demands (67-100% of the time weekly)
Standing	Hand-eye coordination	Reading and comprehending
Walking	Grasping	Focus for extending periods
Lifting and/or Carrying (up to 20 pounds)	Written communication	Oral communication
Crouching	Reaching	Decision-making
Bending	Driving	Mental alertness
		Hearing
		Visual acuity
		Sitting

*This description may not be all-inclusive and is subject to change at any time. Job duties may be modified whenever deemed appropriate by RESNET®. All employees are expected to perform duties as assigned and directed by management. Employment at RESNET® is at will. This position description is not intended, nor should it be construed, to modify this employment-at-will relationship.*

*When applicable, RESNET® will consider and provide reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability and to the known limitations of a qualified individual related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless providing the accommodation would impose an undue hardship on the operation of the business.*