

Job Title	Assistant Program Coordinator, Building Optimization
PVN ID	VA-2508-006978
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Oct 18, 2025 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps their agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from a Fiscal Year 2006 baseline. To meet these goals, DEM is committed to collaborating very closely with the agency partners to help them achieve major emissions reductions in their buildings.

For this specific role, on behalf of DEM, CUNY BPL seeks an Assistant Program Coordinator to serve with DEM's Building Optimization Team ("BOT") within the Operations Unit. The Assistant Program Coordinator will be collaborating in the delivery of comprehensive energy efficiency controls projects citywide. The Assistant Program Coordinator will support in coordinating, managing, and reviewing projects within the Preventative Maintenance program. The position requires some data analysis experience, project management experience, and the ability to think strategically and make recommendations.

This is a hybrid position working on-site 3 days a week at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Immigration sponsorship is not available through this program.

Other Duties

Under the leadership of the Senior Project Manager, the person's responsibilities may include the following:

- **Data management** | Lead on a subset of crucial aspects of data management including but not limited to: (1) project's status and key dates tracking, (2) project's energy tracking, (3) project's measure tracking, and (4) project' budget tracking. Data management will be facilitated on both DEM's Salesforce application and custom-built Microsoft Excel trackers. The tracking will support BOT in maintaining the program's key performance metrics.
- **Project management** | Support BOT with the management of a portfolio of building controls projects that range in project scope and budget. Tasks include but are not limited to: (1) providing support on cost estimation, (2) ensuring good project records are maintained, (3) reviewing invoices for accuracy and compliance and (3) providing support on project auditing.
- **Stakeholder engagement** | Support BOT in facilitating routine correspondence with City agencies and building controls contractors primarily to drive project management, setting clear expectations with City agencies on relevant work, and building professional connections to improve program success.
- **Inter-agency coordination** | Provide ad-hoc support not only within BOT but also across DEM as it pertains to data management.
- **Program expansion** | Support BOT in the further expansion of an innovative City-wide building optimization program that centers around preventative maintenance and utilizing advanced analytics to automate controls to optimize operational and energy efficiencies.

Qualifications

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above
- Demonstrated experience producing high-quality data analysis and reports; knowledge of data management, visualization and dashboarding systems
- Experience with project management operations, including but not limited to project planning, scope development, project implementation oversight, site inspections, and project close out
- Familiarity with customer relationship management (CRM) software (i.e., Salesforce, Monday.com, etc.)
- Knowledge of energy savings calculations, greenhouse gas emissions calculation methodologies, and NYC Local Laws addressing green buildings and energy efficiency
- Strong experience in effective communication (both oral and written), including proficiency in Microsoft Word and PowerPoint
- Strong experience in quantitative analysis, including proficiency in Microsoft Excel
- Strong written and verbal communication skills