



ENERGY SPECIALIST THREE (3) POSITIONS AVAILABLE

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. 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.

Position Responsibilities:

Energy Specialists support MEA's mission while honing their technical and professional skills. Energy Specialists provide essential administrative, customer service, and business process skills in support of MEA's program portfolio. Prospective applicants should have a passion for public service, be highly process- and detail-oriented, capable of maintaining a fast pace of work, and be willing to learn new skills and adapt to new roles on an ongoing basis.

- Two Energy Specialists are being recruited to support a portfolio of grant programs or program managers and will typically provide associate level support to administer grant programs. The Grant Energy Specialist responsibilities include, but are not limited to, assisting Program Managers with:
 - Responding to applicant and grantee emails and calls
 - Reviewing of grantee monthly reports
 - Uploading grantee data into databases including Salesforce and Sharepoint
 - QA/QC of program documents and procedures
 - Reviewing and routing of administrative documents, including memos, grant agreements and amendments, for internal and external review
 - Archiving of documents into databases including Salesforce and GoogleDrive
 - Other services as assigned
- A third Energy Specialist is being recruited to support MEA's operations unit, which administers MEA's portfolio of direct to consumer rebates for programs such as solar, electric vehicle charging, and energy storage. The Rebate Energy Specialist responsibilities will include, but are not limited to, assisting Program Managers with:
 - Approving completed rebate applications for payment, providing rebate-related customer service,
 - Identifying rebate-related process improvements,
 - Helping to mitigate any issues that arise with individual applications during application processing,
 - Direct customer service including emails and phone calls,
 - Uploading and validating data and generating program activity reports,
 - Compiling and circulating documents, and
 - Other services as assigned.

Minimum Qualifications:

- Bachelor's degree in business administration, operations management, finance, economics, or a related field
 - Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.
 - Relevant work experience specific to the area of performance for this position may be considered as a substitute for up to 2 years of educational experience

Preferred Qualifications:

- Experience working on a collaborative team in a process-driven environment
- Experience deploying continuous improvement to drive performance
- Experience with contracting or contracting documents
- Strong verbal and written communication skills
- Prior use of Salesforce
- Experience using a customer relations management system (CRM)
- Previous experience with spreadsheet software (such as Microsoft Office, especially Microsoft Excel or Google Sheets).
- Comfort and ability to interact with people at a variety of levels, and in multiple formats (i.e., phone, email)
- Strong organizational skills
- Past experience working in a high-volume, quick-paced environment

Desired Qualifications:

- Proficiency in one or more languages, in addition to English, and a willingness to employ these skills in the professional environment.

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 requires the candidate to be present in the office several days per week. Relocation expenses will not be covered. In addition, the individual must be available in person other times as needed to perform certain job functions.

This position follows a hybrid work schedule, with mandatory in-office attendance at the Maryland Energy Administration (MEA) office in Baltimore, MD, every Tuesday and Wednesday.

To Apply:

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

U.S work authorization is required. MEA does not provide sponsorship opportunities.

Salary:**Grade 14**

This is a State Contractual employee position through **6/30/27**. Salary is aligned with the state salary plan at \$34.66 per hour.

Contractual employees do not accrue full benefits. If eligible, contractual health benefits for 2026 can be viewed at:

https://dbm.maryland.gov/benefits/Documents/2026_CVRS26_ContractualVar_RateSheet_ADA.pdf.

Additional information about these benefits is available upon request.