



**Maryland**  
Energy  
Administration

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

**ENERGY SPECIALIST**  
**SIX (6) POSITIONS AVAILABLE**

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, 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.

One Energy Specialist will be recruited to support MEA's emergency management and resilience effort and one will be recruited to support MEA's Offshore Wind Energy Program (50%) while providing administrative support to the Division Director of Programs and Assistant Division Director of Programs (50%).

Additional responsibilities include the following:

### *All Energy Specialists:*

- Support assigned MEA energy programs by drafting program materials, reviewing invoices and program reports, and assisting program managers with direct customer service.
- Conduct 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;
- Develop web content, blogs and program announcements and assisting with program outreach and marketing.
- Represent MEA in various venues (e.g., virtual, public facing venues and community events).
- Identify and track relevant trends in energy technologies, policies and funding opportunities.
- Manage program documents including the routing of documents for signature, retention of records and assist in the QA/QC of program documents and procedures.
- Conduct routine oversight of program performance, run reports to track program progress and prepare metrics reports for senior agency leaders and peers.
- Develop outreach materials to support MEA community facing events
- Coordinate outreach events including scheduling, preparing outreach material packages, assisting in set up and representing MEA to the public.
- Support high volume programs needs such processing of energy rebates and other transactions as needed.
- Other duties as assigned.

### *Energy Emergency Management and Resilience Speciality*

- Develop and curate MEA related energy procedures, policies, guides and program documents, educate peer staff on procedures and requirements.
- Serve as part of MEA's Emergency Management Operations Team, including on-call and after hours responsibilities during emergency activations.
- Develop public facing information in coordination with MEA's outreach team in response to events impacting energy supply as well as messaging to assist residents and stakeholders be prepared for emergency related energy issues (e.g., Hurricane and heat advisories).

### *Wind and Water and Administrative Coordination Speciality*

- Support the management of MEA's offshore wind portfolio and other water energy programs. These efforts include assisting in the development grant programs to support capital investment, workforce and research coordination.
- Monitor wind and water energy issues that impact Maryland,
- Participate in consortia and other research and program focused efforts,
- Participate in meetings, stakeholder events, outreach events and other efforts to promote offshore wind in Maryland
- Provide assistance to the Division Director of Energy Programs and Assistant Division Director of Energy Programs. This assistance includes scheduling meetings and events, monitoring communications, responding to correspondence and assisting with process tasks.

### **Minimum Qualifications:**

- Entry level
- Associate or Bachelor's degree in finance, economics, business administration, engineering 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.
- Highly relevant work specific to the area of performance for this position may be considered as a substitute for educational experience on a case-by-case basis.

### **Preferred Qualifications:**

- Strong verbal and written communication skills.
- Previous financial reporting experience and use of Salesforce and Microsoft Office, especially Microsoft Excel.
- Comfort and ability to interact with people at a variety of levels

### **Bonus Qualifications:**

- Experience organizing and coordinating stakeholders or participating in public facing outreach events.
- Experience with statistics and data visualization software.

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

**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) . If interested in one of the two speciality positions, please indicate so in the subject line of your email. 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 and does not accrue full benefits. Salary commensurate with experience in the range of \$50,000 to \$70,000 annually. Candidates selected for the Emergency Management and Resilience Speciality and Wind and Water and Administrative Coordination specialities may receive a higher increment than other successful candidates due to the expanded priorities and position requirements.