



## **Position Opening RESNET Standards Management Administrative Assistant**

The Residential Energy Services Network (RESNET), a non-profit membership organization, has over two decades of experience of setting the standards for quality for the HERS Rating industry. To date over 1.9 million homes have been HERS Rated through RESNET. For more information go to [www.resnet.us](http://www.resnet.us).

RESNET is recognized for the standards it develops and HERS credibility is based on the technical basis of its consensus based standards. The rating industry, home builders, utilities, program sponsors, code officials and other RESNET stakeholders depend on RESNET's standards. All business models of the HERS industry are built on our standards.

RESNET currently relies upon a Standards Manager and staff borrowed from other program areas to support standard development activities. The volume of these activities has increased dramatically over the past few years and now exceeds the resources necessary to support essential programs adequately. This has resulted in a lack of secretariat support for RESNET standard development committees, subcommittees and task groups causing delays and administrative errors.

To help manage the volume of standards activities involved in the maintenance of RESNET consensus-based standards, RESNET is seeking candidates for a full time RESNET Standards Management Administrative Assistant to provide secretariat support for standards development and maintenance under the direction of RESNET's Standards Manager. Ideal candidates will be highly organized and passionate about accuracy and detail. This is a full-time, work-from-home position.

Requirements for this new position include:

- I. Track, record and report all proposed amendments through the amendment process**
- II. Maintain version control of amendments**
- III. Staff the Standards Management Board, Standard Development Committees,**

**Subcommittees and Task Groups by setting up meetings, recording minutes and sending reminders**

- IV. Post proposed amendments and create comment documents for review**
- V. Proof versions of amendments before posting.**
- VI. Update Standards on Website based on Frame Maker**
- VII. Record and prepare minutes for the RESNET Standards Management Board, Standards Development Committees, Subcommittees, RESNET Board of Directors and their committees and the Suppliers Advisory Board.**
- VIII. Set up doodle polls, GoToMeeting and webinars**
- IX. Other Duties as Assigned**

### **Necessary Skills**

- Excellent verbal and written skills
- Outstanding Microsoft Office skills
- Outstanding Adobe Pro skills
- Proven ability to plan and execute strategies
- Creative and critical thinker
- Proven ability to develop, maintain and leverage critical professional relationships
- Attention to detail
- Flexible team player
- Self-starter

### **Experience and Education**

Experience with:

- Frame Maker software (preferred)
- Working from home
- Recording and preparing meeting minutes in person and on conference calls
- Creating and maintaining an electronic file management system

Education: Associate or Bachelor's degree in a related field is desired.

### **More about the position**

- Driver's license required
- Some travel will be required
- This is an "at will" position with a 3 month probationary period
- Paid vacation and sick leave are included
- Medical insurance coverage is a benefit provided by RESNET to its employees
- Salary and compensation commensurate with qualifications and experience

## **Applications**

Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, alienage or citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. RESNET does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations of requests for necessary accommodation will be made on a case-by-case basis.

Please submit a cover letter, your resume and a list of three references to Kathy Spigarelli, RESNET Deputy Director at [kspig@resnet.us](mailto:kspig@resnet.us) ). Job references will not be contacted without your permission.

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