

## COORDINATOR, RESEARCH - Data and Policy

***Join NYC's most impactful team working to decarbonize buildings for healthy and resilient communities.***

[Urban Green Council](#) is seeking a curious, driven and technically skilled Research Coordinator to join our Research & Policy team. Reporting to the Manager of Research, the Research Coordinator will contribute and collaborate on a range of innovative research initiatives to help Urban Green tackle the most pressing climate change, energy efficiency and green building challenges in New York.

Urban Green is NYC's go-to nonprofit for sustainable building research and policy. Our technical, data-forward research and analysis informs New York's sustainability leaders, guides industry practice, and shapes government policy and programs. We make the technical relatable – with compelling writing, inspiring design and interactive visualizations – and our research findings are widely reported in the mainstream and trade press. Recent examples include [Grid Ready: Powering NYC's All-Electric Buildings](#), [LL97 in Focus: Jumpstarting multifamily building upgrades](#), and our [NYC Buildings Data Hub](#).

*Urban Green Council is a hybrid workplace. Most employees live in the greater NYC area and all employees must periodically attend in-person meetings in New York City. All Urban Green staff are required to be fully vaccinated against Covid-19.*

### **The person who will best succeed in this role:**

- **Has a desire to learn more about building science**, with a Bachelor's degree in engineering, architecture, economics, or another technical field;
- **Has technical experience analyzing and using data**, including (i) around 5 years of total work experience, some of which is focused on data analysis, (ii) familiarity with energy and carbon metrics, and (iii) experience managing multiple different workstreams;
- **Is a strategic and analytical problem-solver**, with strong critical-thinking skills and a resourceful approach to conceiving and executing research projects; and
- **Is passionate about building decarbonization** and thrives in a dynamic, collaborative and mission-driven work environment.

### **A few other qualities we are looking for include:**

- **Excellent interpersonal and communications skills**, including strong writing and presentation skills to convey complex topics with clarity;
- **Experience with statistical methods and data analysis**, including familiarity with relevant software like R and Python and the ability to create compelling data visualizations.

### **Key Responsibilities**

The Research Coordinator will collaborate, support, and contribute to projects that drive the market for deep energy retrofits and carbon-free, next-generation buildings. Key responsibilities include:

- **Support research initiatives**, in collaboration with the Research Manager and the entire Research & Policy team, including: conducting data and technology analysis, brainstorming research and policy initiatives, conducting interviews and advisory group convenings, managing consultants, and collaborating with the Communications team to produce research briefs and reports.

In 2024, our research focus includes assessing energy, carbon, cost and technology for electrification of hot water systems in New York's low-rise residential buildings. Future research projects may focus on topics like electrification and heat pumps in other sectors; deep energy retrofit strategies; demand management and energy storage; or heat mitigation and other resiliency challenges in buildings.

- **Support policy development and implementation** through periodic data analysis and technology assessment, working with the Policy team on time-sensitive policy actions like implementing NYC's Local Law 97.
- **Collaborate on strategic planning and fundraising** with the Research & Policy team, keeping abreast of industry trends, ideating new projects, contributing to team goal-setting, and crafting compelling fundraising pitches at the leading edge of building decarbonization.
- **Build partnerships** with thought-leaders and experts from a range of relevant sectors to enhance Urban Green's work and impact, including building owners and managers, engineers, architects, energy professionals, environmental and environmental justice advocates, academics, and more.

### **Benefits and Compensation**

The salary range for this position is \$52,000 - \$60,000 and offers will be made commensurate with experience. Benefits include:

- 100% employee coverage for medical and dental insurance
- 401k with 4% employer match
- Half days on Fridays year round, full Friday closure in June, July & August
- 15 vacation days in the first year, 8 paid holidays, and 2 personal days
- Office closure between Christmas and New Years
- 100% employee coverage for Life, Short Term and Long Term Disability Insurance
- Opportunities for promotion within the first 18 months

### **How to Apply**

If you are interested in this position, please fill out this [application form](#). After submitting your application, you can expect to hear from our hiring team regarding their decision within a few weeks. You may reach out to [jobs@urbangreencouncil.org](mailto:jobs@urbangreencouncil.org) with any questions, but applications received by email will not be reviewed.

### **Diversity, Equity and Inclusion Statement**

We believe the path to decarbonizing buildings and creating healthy and resilient communities includes a diverse team of people with different backgrounds, experiences, and perspectives. At Urban Green Council we are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices. We encourage you to apply if you are excited about this position and can see yourself in this role, even if your experience doesn't align perfectly with every qualification listed.

*Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.*

If you need a reasonable accommodation during the application or interview process, please email [jobs@urbangreencouncil.org](mailto:jobs@urbangreencouncil.org).

**Urban Green's Organizational Values**

- **Excellence:** We strive for innovative high-quality programs and ideas.
- **Inclusion:** The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.
- **Collaboration:** We believe consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.