**Management Analyst (Energy and Sustainability)**
Joint Technology Solution, Inc. - Arlington, VA

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| At Joint Technology Solution, Inc. we strive to provide employees with opportunities to succeed and grow professionally while maintaining a work life balance. We value our employees and believe that our employees are our greatest asset.We are currently looking for **Sustainability and Energy Management Program Support** to support military energy and sustainability programs at the headquarters level. Military organizations are continually pursuing energy and sustainability performance goals in compliance with Executive Orders, federal legislation and internal policies. The ideal candidate would have knowledge of these drivers and proven experience in interpreting policy and tracking progress towards meeting policy objectives. The individual will apply their knowledge of sustainability - especially energy and environmental aspects of sustainability - to data collection for reporting and accountability within an organization with multiple reporting locations. They will support coordination, consolidation, and drafting of reports based on the energy and sustainability data, specifically the Annual Energy Management Report (AEMR) and the Comprehensive Energy and Water Evaluations (CEWE). The analyst will apply the principles of Lifecycle Cost Analysis to the review and evaluation of proposed infrastructure projects in support of decision making and funding prioritization. The individual will also support development and presentation of sustainability and energy training materials.**Duties and Responsibilities:** * Reviews, recommends validation and reports Sustainment, Restoration, and Modernization (SRM) project 420-Rs for the 54 states and territories. These projects are focused on energy and water efficiency, renewable energy, energy security, energy resiliency and utilities/infrastructure projects.
* Provides coordination, identification, recommends validations and reports of Energy Conservation Investment Program (ECIP) projects to the 54 states and territories.
* Reviews DD Form 1391 for technical errors and report DD 1391 projects for the Energy Conservation Investment Program (ECIP) program only to the ARNG Sustainability program manager.
* Provides daily coordination, identification, recommends validation and reports of service requirements for Base Operations Services (BOS) to the 54 states and territories. These include the following services: Electrical, water, waste water, heating/cooling, other utilities, solid waste operations, and pest management.
* Provides state of the state data input to the Energy Conservation Investment Program (ECIP) project status, Sustainment, Restoration, and Modernization (SRM) project status, ISR-Infrastructure, ISR-Mission Capacity, ISR-Service status for sustainability issues, reporting status for energy, water and non-hazardous solid waste reduction efforts.
* Provides coordination for reporting energy, water and renewable energy data into the Army Energy and Water Reporting System (AEWRS) to the 54 states and territories’ energy managers.
* Reviews Army Energy and Water Reporting System (AEWRS) data for 54 states and territories and recommend validation of information for quarterly certification.
* Maintains and updates Government provided training material, Power Point slides, for the 14 Sustainability programs of instruction (POIs) conducted during the ARNG Program Guidance Course (PGC) on an annual basis. Provides recommended updates to the Government based on update policies and regulations.
* Provides training on a minimum of 8 of the 14 Program of Instruction's during each Programming Guidance Course.
* Provides coordination for reporting non-hazardous solid waste and recycling data into the Solid Waste Annual Reporting – Web-based (SWARWEB) system to the 54 states and territories.
* Reviews SWARWEB system data for 54 states and territories and recommends validation of information for quarterly certification.
* Provides input for ECIP, SRM program and BOS service programs policy and guidance documentations for supervisor review and approval. The input provided shall focus on sustainability programs.
* Provides data input and prepare briefing slides for the ARNG Command Brief.
* Provides coordination for the 54 states and territories and ARNG program managers on data collection of the Army Annual Energy Management Report (AEMR). Conduct technical reviews of the 54 states and territories’ AEMR.
* Consolidates and provides draft composite AEMR for the ARNG.
* Provides technical assistance and coordinate the data collection for the 54 states and territories for the annual reporting of Comprehensive Energy and Water Evaluations (CEWE).
* Consolidates and provides draft composite Comprehensive Energy and Water Evaluations (CEWE) report for the ARNG.
* Coordinates the data collection for the 54 states and territories for the annual sustainability scorecard.
* Consolidates and provides draft composite of the ARNG sustainability scorecard.
* Prepares data based on Sustainability scorecard, AEWRS, SWARWEB, SRM, ECIP and BOS services for use during state annual SRM/BOS service program reviews. The data format shall be specified by ARNG program manager.

**Qualifications:** * Must be able to pass background check/ clearance check.
* A minimum of 1-2 years of working experience
* Must possess at least a high school diploma.
* Must possess strong organizational skills.
* Excellent word processing skills including Word, Power Point, and Excel.

*JTS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, JTS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**JTS expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of JTS’s employees to perform their job duties may result in discipline up to and including discharge.*Job Type: Full-timeEducation:* High school

Location:* Arlington, VA

License:* Secret Clearance

Required work authorization:* United States
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