



Operations Technical Analyst

The DesignLights Consortium® is seeking two Operations Technical Analysts to play a key role in our work to drive energy efficiency in the lighting community.

We're looking for bright, passionate professionals who understand the value of mission-driven, results-oriented work. The Operations Technical Analysts will support the DLC's solid-state lighting program operations by providing program support under the Senior Technical Operations Manager.

The DLC offers a fast-paced and supportive work environment, competitive salary and bonus structure, and benefits. The DLC is committed to an organizational culture of non-discrimination and equal opportunity for all employees and qualified applicants.

Resume with a cover letter should be submitted to:

Stephen White, Chief Operating Officer

swhite@designlights.org

No phone calls please.

About the DLC:

The DesignLights Consortium (DLC) is a non-profit organization dedicated to accelerating the widespread adoption of high-performing commercial lighting solutions. The DLC promotes high-quality, energy efficient lighting products in collaboration with all industry stakeholders by defining quality and establishing specifications, facilitating thought leadership, and providing tools, resources, and technical expertise to members and industry. We are a consortium built on the expertise of our team, our efficiency program members, and our industry stakeholders. As a non-profit, the DLC is committed to making a positive climate impact worldwide.

The DLC has successfully helped to advance high performance lighting to realize significant gains in energy efficiency and broad scale energy reduction across the commercial sector from the adoption of DLC qualified products. The DLC develops, manages, and publishes specifications that inform Qualified Products Lists (QPL) for LED lighting, horticultural lighting, and networked lighting controls, as well as for responsible light at night, which are required by energy efficiency programs for rebate eligibility.

Responsibilities and Duties:

The Operations Technical Analyst position requires a detail-oriented person with a strong work ethic, resourcefulness, and professionalism. The Operations Technical Analyst will provide program support to the solid-state lighting program. The primary role of the Analyst will be to perform application reviews and to process DLC applications that qualify commercial lighting to meet the DLC technical requirements.

Primary duties as part of application review include:

- **Account support:** Provide technical support and assist assigned stakeholders with application processing, including reviewing test reports for compliance with program requirements and communication with manufacturers and other stakeholders.
- **Application processing support:** Manage aspects of the application review process and perform the review of applications for product qualification on the QPL according to SOPs.

Additional support as part of the continuous improvement of DLC operations includes:

- **Project coordination and support:** Provide project management, coordinate communications, and assist with development of educational tools and resources to inform manufacturers and industry stakeholders on existing policies, upcoming proposals, and changes to policies.
- **Operations support:** Develop and maintain a strong working knowledge of LED lighting and DLC technical policies and systems. Support the development and execution of ongoing continuous improvement efforts that align with organizational objectives and serve the best interest of stakeholders.
- **Documentation management:** Support management, coordination, and implementation of documentation for DLC programs that will represent a translation of policy goals and guidelines into actionable documentation.

Qualifications:

- Exceptional critical thinking, analytical, and problem-solving skills
- Ability to organize and manage high volume of evolving and detail-oriented tasks in a fast-paced environment
- Excellent verbal and written communications skills, including the ability to translate technical information to actionable tasks
- Fast learner with strong attention to detail
- Proficiency with Excel and Word
- Ability to apply technical-level knowledge to independently solve problems and identify potential risks or opportunities.
- Ability to work independently but excellent team player
- 1-2 years lighting experience

Additional skills desired, but not required:

- 1-2 years of experience processing data, certifications, or applications
- Direct experience with the DLC application process
- Interest in environmental issues and/or energy efficiency
- General knowledge of energy efficiency and qualification programs
- Advanced Excel skills
- Direct or indirect experience with the DLC SSL application, review, and qualification program will be highly valued
- Experience in improving processes and ensuring quality, with a focus on documentation

Salary and Benefits:

- Salary commensurate with experience
- Benefit plans including comprehensive health, Flex Spend
- Matching 5% 401K plan
- Flexible vacation schedule
- DLC Headquarters is Medford, MA but the position can be performed remotely