



**ICAST Job Opportunity**  
**Position Title: Inside Sales**  
**Location: Anywhere in the US**

**Areas of Expertise:** Sales and Customer Service  
**Skill Level:** 2-3 years of experience dealing with customers

**Company Description:**

ICAST (International Center for Appropriate & Sustainable Technology) is a national non-profit organization working to address affordable housing, climate change and community development issues using clean, energy solutions. ICAST is focused on upgrading the efficiency of multifamily affordable housing.

**Position Responsibility:**

The primary focus of this position is to support ICAST's business development efforts. In this position you will be expected to make sales calls to potential customers undertaking green upgrades to multifamily properties.

**Tasks and Responsibilities:**

- Call on potential customers and educate them on ICAST services.
- Help customers with filling their application for utility rebate with ICAST and work with Engineering staff to make sure they are processing the customer applications
- Follow up with clients to resolve pending ICAST requests for data and ensure that customer requests to ICAST are met in a timely manner.
- Follow up with leads from marketing campaigns.

**Required Experience:**

- Sales and cold calling experience required
- Previous experience in energy efficiency is a plus
- Proficiency with MS Outlook (email & calendar), Word, & Excel is a requirement
- Ability to prioritize and track work, tasks, activities events.
- Attention to detail is a strong requirement
- Strong organization skills
- Good reading and writing skills

**To Apply:**

Please email a cover letter and resume to [positions@icastusa.org](mailto:positions@icastusa.org) with the position you are applying for in the subject line.