

## **STEP ONE WEATHERIZATION COORDINATOR With AVISTA/AMERICORP**

### **Description:**

Hour Exchange Portland (HEP) is seeking an experienced Coordinator to join our growing Step1 Weatherization Team. The position's overall goal is to passionately and responsibly lead a crew of HEP Members to provide energy evaluations and basic weatherization services. The Coordinator will be a mentor, teacher, mediator and skilled tradesperson who is also an active HEP Member upholding the core values of the Hour Exchange Portland Program. This position is an excellent opportunity for persons who are eager to make a mark in a dynamic environment focusing on energy efficiency and creating social capital. The Coordinator will work to manager and implement program policies and procedures that are in line with the organization's strategic goals and will report directly to the Executive Director.

### **Responsibilities**

- Managing Americorp VISTA
  - materials and tools needed for weatherization project
  - record keeping and data input
  - scheduling of operations and evaluations
  - Oversee all aspects of weatherization work
  - Follow up with homeowner
  - Lead to Step2 referrals
- Comply with LIHEAP certification and track eligible recipients
- Use Time and Talent Software to track overall progress and involvement of program and members
- Train AVISTA in a safe and positive environment by illustrating what work will be completed and how to accomplish each task
- Lead by example and always follow program guidelines and safety precautions
- Plan and facilitate green team development, social gatherings and team building events.
- Perform public outreach/awareness campaigns throughout the community
- Attend conferences and trainings pertinent to the program
- Responsible for media outreach and publicity events to enhance member engagement
- Collaborate with partner agencies to weatherize homes in the greater Portland area.
- Track overall program progress and prepare final reports for Executive Director
- Marketing materials including program description, presentations, case studies and other energy efficiency information
- Development of website, including marketing and social media
- Producing and editing email newsletters, postcards, and other promotions
- Maintaining general expertise in weatherization practices
- Training other step1 programs

### **Qualifications**

- Advanced understanding of home energy improvements
- Excellent communication skills in person, by phone and email
- Team building skills with HEP members, funders and community supporters

- Ability to multi-task in a fast paced, at times chaotic, setting
- Proficient in MS Works; Excel, Word, and PowerPoint
- Ability to delegate appropriate assignments to a variety of Green Team members with various skill levels
- Comfortable and confident with performing home repairs
- Ability to provide appropriate instructions and guidance to Green Team members and home dwellers
- Certified Energy Technician, or willing to secure this certification
- Licensed in related occupational trade, OSHA 10, First Aid/CPR
- Master Carpentry preferred, but not required
- Self-employment/Business owner experience a plus
- Strong networking skills and writing experience
- Well-maintained political/organizational relationships regarding weatherization efforts
- Understanding of federal funding and state/local allocation of resources
- Vehicle and insurance required
- Flexibility with time necessary to meet home dweller and Green Team schedules

**How to Apply:**

Please send a cover letter describing your interest and qualifications (we won't even look at your application without a cover letter), your resume (in .doc or pdf format), salary requirements to [linda@hourexchangeportland.org](mailto:linda@hourexchangeportland.org) , No phone calls please.

Please include in your cover letter why you want to work for a non-profit striving to help progressive causes. **YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT THIS.**