

## Position Announcement

# Director, Montana Weatherization Training Center

**Announcement #FAC - VA - 22107**

**Location:** Bozeman, MT

**Appointment Type:** Non-Tenure-Track Faculty

**Questions:** Contact Carrie Ashe at 406-994-3293 or [carrie.ashe@montana.edu](mailto:carrie.ashe@montana.edu)

**View the Posting or Apply:** <https://jobs.montana.edu/postings/29741>

**Learn About the Training Center:** <https://weatherization.org/>

### Position Overview

The person in this position will work closely with Weatherization Center staff to develop and deliver training courses related to weatherization, sustainable housing, and jobsite health and safety. The person in this position will also lead the submission of proposals to the Weatherization Assistance Program, MSU Extension, and other funding sources, and ensure that grant funds are acquired and deliverables are met.

The Montana Weatherization Training Center is part of the national Weatherization Assistance Program (WAP) that is funded in part by the US Department of Energy. Under the direction of the State of Montana Department of Health and Human Services (DPHHS), the Training Center works closely with Montana's Human Resource Development Councils, out-of-state WAP agencies, and tribal programs to promote safe and efficient techniques that address the health, safety, and sustainable housing issues present in low-income housing. The Training Center also delivers training to the for-profit sector on topics of building science, energy efficiency, and safe work practices.

### Duties and Responsibilities

- Promote the Weatherization Center as an outreach and engagement component of Montana State University Extension maintaining regular communication with Extension Administration.
- Obtain and maintain external funding.
- Plan strategically with stakeholders to allocate Weatherization Center space, prioritize initiatives, identify funding sources and deliver non-biased, research-based programming.
- Manage and coordinate activities taking place at the Weatherization Training Center to maximize efficiency and promote positive employee morale.
- Make decisions about the finances and management of the Training Center in accordance with MSU policy, funding sources and approved budgets.
- Schedule trainings and necessary instructors to meet grant directives and deliverables in coordination with the State of Montana DPHHS

- Instruct classes on Building Science and Health & Safety topics.
- Coordinate with Center staff to prepare and verify operational and fiscal reports as required by MSU, the State of Montana DPHHS, and other funders.
- Actively engage with Extension Specialists and provide training or services in coordination with other members of MSU Extension on a regular basis.
- Oversee the Center's accreditation with Interstate Renewable Energy Council and other industry-related organizations to comply with grant and federal weatherization center requirements.

### **Required Qualifications – Experience, Education, Knowledge & Skills**

- Master's degree in engineering, environmental sciences, construction management, or a related field; or an equivalent combination of education and/or experience.
- Demonstrated knowledge of construction or advanced building science.
- Demonstrated ability and experience with technical instruction or adult education in classroom and lab settings.
- Demonstrated excellence in providing leadership for an organization, department, or unit.

### **Preferred Qualifications – Experience, Education, Knowledge & Skills**

- Demonstrated experience with MSU Extension.
- Demonstrated experience with curriculum creation and lesson plan development.
- Demonstrated ability to author grant proposals and operate under grant funds.
- Demonstrated supervisory experience.

### **The Successful Candidate Will Have These Skills**

- Communicate positively and effectively in person, in writing, through email, and over the phone.
- Establish and maintain effective working relations with co-workers and program partners.
- Exercise good judgment and self-motivation.
- Represent the Montana Weatherization Training Center and MSU Extension to others in a professional and courteous manner.
- Work independently with minimal supervision.
- Be dedicated to supporting and enhancing Montana State University's initiative for diversity, equity and inclusiveness.

**Screening of candidates begins on May 11, 2022.** However, applications will continue to be accepted until an adequate applicant pool has been established.

Montana State University values diverse perspectives and is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment. MSU recognizes the importance of work-life integration and strives to be responsive to the needs of dual career couples. In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the veteran's preference information located in the Demographics section of your profile.

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