

# Energy Smart Academy Director

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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## Please see Special Instructions for more details.

Applications are disqualified in the first level of review if they do not meet all Minimum Qualifications listed in this job posting. (Years of experience are calculated based upon numbers of hours worked per week. Example: 2 years of experience working 20 hours per week equals 1 year of experience.) Relevant experience pertains to Minimum Qualifications, Job Summary/Basic Function, and Preferred Qualifications/Knowledge, Skills and Abilities described in this job posting. ASSUMPTIONS ARE NOT MADE at any level of SFCC's Hiring Process if information presented in the application material does not clearly address the Minimum Qualifications, Job Summary/Basic Function, and Preferred Qualifications/Knowledge, Skills and Abilities. Number of pages of application material will not negatively/positively affect your application, however, LACK OF DETAIL may.

## Posting Details

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### Position Information

<b>Posting Number</b>	2019-0789Staf-P
<b>Working Title</b>	Energy Smart Academy Director
<b>Position Type</b>	Term Employee
<b>Department</b>	Continuing Ed Administration
<b>Advertised Salary</b>	
<b>FTE</b>	1.0
<b>Job Summary/Basic Function</b>	The Energy Smart Academy Director will manage and oversee all activities of the Energy Smart Academy, including all aspects of developing programs, collaborating with external parties on training needs, supervision of trainers and curriculum development, course scheduling and coordination and purchasing of Academy equipment. The successful candidate will have deep experience in the energy efficiency and water efficiency fields with a strong understanding of building science as well as both the federal Weatherization Assistance Program (WAP) and for-profit retrofit fields. The candidate must have superb communication, business development, and relationship management skills.

<p style="text-align: center;"><b>Minimum Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Master’s Degree in engineering, environmental sciences, construction management or a related field</li> <li>• 5 years experience in residential energy efficiency or the Weatherization Assistance Program; and adult training experience, either in classroom or workplace setting</li> <li>• Equivalent related experience may be substituted for education on a year for year basis</li> <li>• RESNET, Building Performance Industry or similar industry certifications</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in engineering, environmental sciences, construction management or a related field</li> <li>• 7 years experience in residential energy efficiency or the Weatherization Assistance Program; and adult training experience, either in classroom or workplace setting</li> <li>• Equivalent related experience may be substituted for education on a year for year basis</li> <li>• RESNET, Building Performance Industry or similar industry certifications</li> </ul>
<p style="text-align: center;"><b>Preferred Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Experience in Contract Training or non-credit programs.</li> <li>• Bilingual English/Spanish</li> <li>• Proficiency in using Microsoft Word and Excel software and with a Learning Management System such as Canvas or Blackboard.</li> </ul>
<p style="text-align: center;"><b>Knowledge, Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of energy efficient design, building science, energy modeling software, construction strategies, technologies and materials, and the ability to articulate the environmental, health and economic benefits of energy and water efficiency.</li> <li>• Knowledge of construction trades and weatherization assistance programs.</li> <li>• Knowledge of curriculum development for in person and online classes.</li> <li>• Knowledge of creating policies and procedures.</li> <li>• Skill in decision making and problem solving.</li> <li>• Skill in oral and written communication.</li> <li>• Skill in negotiation of contracts and agreements.</li> <li>• Skill in managing staff and contractors.</li> <li>• Skill in developing and overseeing budget including revenue and expense projections.</li> <li>• Skill in marketing and outreach strategies. · Skill in customer service delivery.</li> <li>• Ability to present ideas effectively.</li> <li>• Ability to develop work plans and implement projects independently.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to create and maintain successful and productive professional relationships.</li> <li>• Ability to maintain confidentiality and to recognize situations in which confidentiality is required.</li> <li>• Ability to work collaboratively with a diverse group of stakeholders.</li> </ul>
<b>Posting Date</b>	06/14/2022
<b>Closing Date</b>	
<b>Open Until Filled</b>	Yes
<b>Special Instructions to Applicants</b>	<p>Applications are disqualified in the first level of review if they do not meet all Minimum Qualifications listed in this job posting. (Years of experience are calculated based upon numbers of hours worked per week. Example: 2 years of experience working 20 hours per week equals 1 year of experience.) Relevant experience pertains to Minimum Qualifications, Job Summary/Basic Function, and Preferred Qualifications/Knowledge, Skills and Abilities described in this job posting. ASSUMPTIONS ARE NOT MADE at any level of SFCC’s Hiring Process if information presented in the application material does not clearly address the Minimum Qualifications, Job Summary/Basic Function, and Preferred Qualifications/Knowledge, Skills and Abilities. Number of pages of application material will not negatively/positively affect your application, however, LACK OF DETAIL may.</p>
<b>Diversity Statement</b>	<p>As Santa Fe Community College (SFCC) neighbors ancient Pueblo lands, and is a Sanctuary campus in a Sanctuary city, SFCC is committed to attracting and retaining highly qualified and richly diverse faculty and staff. Our students need a community to teach and support them and that represents their diversity. SFCC strives to make our campus a place of safety, inclusion and equity where all individuals from all diverse backgrounds feel welcomed, nurtured and valued.</p> <p>At the heart of SFCC’s mission – Empower Students, Strengthen Community. Empoderar a los Estudiantes, Fortalecer a la Comunidad – is a commitment and promise that higher education and opportunity should be open to everyone in our community and to fostering a climate where students can be who they want to be. A place where all within our community belong. A place where you are seen, a place where you are valued, a place where you are respected, a place where you are appreciated. Come join our community!</p>
<b>Physical Demands</b>	<p>This work is typically performed while sitting at a desk or table or intermittently standing or walking. The employee occasionally lifts light and heavy objects. The work is typically done in an office.</p>

## Job Duties

**Responsibility/Duty**

**The Director will perform the following and other duties as assigned:**

- Coordinate with the New Mexico Mortgage Finance Authority and other state WAP grantees and interested parties to offer relevant training, both online and in-person, that meets the needs of their weatherization programs.
- Recruit, hire and manage trainers and proctors to meet ongoing training and testing needs.
- Manage staff and contractors. Conduct regular reviews of instructors on at least an annual basis.
- Schedule trainings, organize all aspects of classes, including writing contracts, verifying prerequisites, sending out student information and ensuring a quality experience for students.
- Ensure documentation of student records and class evaluations. Ensure issuance of certificates to qualified candidates and Building Performance Institute (BPI) CEUs as relevant.
- Formulate, design and implement training policies and procedures that comply with Interstate Renewable Energy Council (IREC) accreditation.
- Ensure IREC accreditation requirements are complied with and maintained.
- Supervise curriculum development and ensure courses are IREC compliant.
- Oversee annual IREC accreditation procedural reviews with the SFCC Office of Planning and Institutional Effectiveness.
- Oversee and manage the New Mexico Weatherization Technical Committee meetings.
- Develop and oversee the budget and purchasing. Ensure the training facility and equipment are in safe, working order with regular equipment updates as needed.
- Responsible for meeting targets for revenue and expenses. This program is expected to be self-funding: all revenue generated should cover the direct and indirect expenses of the Energy Smart Academy.
- Identify and coordinate with other groups who may require training, such as area homebuilders, Tribal Governments, Local governments, etc.
- Develop and offer non-weatherization trainings as needed – Water Efficiency Rating Scale (WERS), Building Operator Certification (BOC) and Restaurant Water Auditor Certification, for example.
- Collaborate on grants with local, state and national organizations to develop energy and water efficiency trainings. · Implement a marketing and outreach strategy through website, emails and fliers to promote Academy classes and certificates.
- Represent the Energy Smart Academy at conferences, trade events, and public meetings.
- Develop and maintain active relationships within industry and government. Partner with Santa Fe Community College School of Trades

and Technology and other college academic departments to create non-credit to credit pathways and to award credit for prior learning as appropriate.

- Perform additional duties and contribute to projects as assigned.

## Documents Needed to Apply

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### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. Unofficial Transcript 1

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).