

NEIGHBORIMPACT JOB DESCRIPTION

Job Title: Weatherization Analyst

Reports To: Energy Assistance and Weatherization Director

I. Job Purpose:

The Weatherization Analyst is responsible for the following aspects of the NeighborImpact Weatherization Program including:

- Assist with the development and ongoing oversight of program budget;
- Assist with work plan and funding application development, including compilation of feedback from the weatherization team;
- Set monthly production goals and tracking weekly progress;
- Ensure grant and contractual compliance;
- Assist with the creation of program RFPs and oversight of all specialty contractors selected through the RFP process;
- Integrate with other NeighborImpact provided services; and
- Expand and improve the Energy Education module.

II. Duties, Tasks, and Responsibilities:

Administrative: 75%

- Prepare budgets which include multiple funding sources in conjunction with the Energy Assistance and Weatherization Director.
- Regularly monitor Weatherization program's revenues and expenditures to assure spending schedule and contractual compliance.
- Approve payment of invoices and contractor services after required inspections have been completed within two business days.
- Draft, implement and monitor Weatherization work plans to ensure achievement of program goals and objectives as detailed in State program/grant work plans.
- Ensure the Weatherization program's compliance with all contractual requirements.
- Draft all Requests for Qualifications (RFQ) and Request for Proposals (RFP) for the Weatherization Program.
- Monitor performance of all contractors providing contracted services for the Weatherization program and provide feedback as needed.
- Research and develop new projects and resources needed to meet the needs of NeighborImpact's clients.
- Prepare and submit required program reports within contractual deadlines.
- Leverage Federal, State, and other funding in accordance with program guidelines.
- Resolve problems that arise and ensure that corrective action is taken for non-compliance with Federal labor standards and any other Federal, State, local, contract and agency regulation and policy as needed.
- Participate in weekly team meetings.

NEIGHBORIMPACT

JOB DESCRIPTION

Program Coordination: 10%

- Coordinate Weatherization and Energy Education programs with Home Rehabilitation and Energy Assistance to maximize benefits to NeighborImpact's clients.
- Represent NeighborImpact in the Oregon Energy Coordinators Association (OECA) and other professional organizations as appropriate and/or as requested.
- Assist with special projects and requests including program outreach, public awareness projects and client satisfaction surveys.
- Identify potential partnerships with local communities and state agencies to deliver effective and innovative programs.
- Provide or present routine information to clients and community organizations about NeighborImpact's services and specific information about the Weatherization program.

Support: 10%

- Provide support to weatherization program staff.
- Provide guidance to the Weatherization Project Specialist.
- Provide input on weatherization program staff performance evaluation, including development of goals based on performance and/or program needs.
- Establish production goals and monitor progress.
- Coordinate staff orientation, on the job training, and professional development training.

Direct Service: 5%

Back up direct services team's responsibility on an "as needed" basis depending on staffing capacity such as:

- Supervise specialty contractor performance for timeliness and adherence to NeighborImpact standards.
- Provide backup to Weatherization Project Specialist position as needed.

III. Knowledge, Skills, and Abilities:

- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to represent NeighborImpact in public speaking forums.
- Ability to maintain client and agency confidentiality.
- Ability to communicate and interact positively with NeighborImpact's target clients, funders, contractors and the general public.
- Computer skills and knowledge sufficient to manage both data and budgeting records. Strong working knowledge of Microsoft Word and Excel, and aptitude to quickly learn other computer applications as needed.
- Ability to implement and track team goals and ensure goals are met.
- Proficiency in reading/interpreting/implementing government program guidelines.
- Proficiency in drafting and regularly monitoring budgets that include multiple government funding sources.
- Demonstrated experience in and ability to manage revenues and expenditures in compliance with governmental accounting practices.
- Demonstrated ability to research and develop entrepreneurial and/or innovative programs.

NEIGHBORIMPACT

JOB DESCRIPTION

- Ability to lift up to 50 lbs.
- Following requirements will be completed *within six months* of hire date:
 - Detailed knowledge of weatherization, as determined the supervisor;
 - Obtain RMI certification for NeighborImpact's CCB license; and
 - Knowledge of residential construction codes, cost estimating and specialty contractor management, as determined the supervisor.

IV. Qualifications:

- Bachelor's degree required with a minimum of two years' work experience in at least one of the following: home weatherization, construction trades, "green" construction practices, home energy auditing and inspecting, building science, or general field work in energy conservation, budget management or social services.
- Two years minimum experience in directly developing and regularly monitoring budgets that include multiple government funding sources.
- One year minimum experience in supporting staff with focus on successfully setting and meeting or exceeding goals and providing technical assistance to program staff.
- Experience with computer software with demonstrated proficiency in Microsoft Office suite.
- Experience in program implementation preferred.
- Experience with residential construction codes, cost estimating and specialty contractor management preferred.
- Experience in completing home evaluations and energy audits preferred.
- Prior to date of hire and throughout employment:
 - Valid driver's license;
 - Proof of current auto liability insurance;
 - Access to reliable transportation required; and
 - Satisfactory criminal background check required.

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- All communications are potentially sensitive and are subject to NeighborImpact's policies and confidentiality agreement.
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal employment provider.

NEIGHBORIMPACT JOB DESCRIPTION

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____