

Community Action Partnership of Oregon (CAPO) Oregon Training Institute Lead Instructor Job Announcement

Who We Are

Community Action Partnership of Oregon (CAPO) is the State Association for Oregon's Community Action network of 17 Community Action Agencies (CAAs) and the Oregon Human Development Corporation (OHDC), a statewide agency serving farmworkers. CAPO and its members are part of the national Community Action Network, made up of more than 1,100 local, private, non-profit, and public agencies that work to alleviate and eliminate poverty. The Oregon Training Institute (OTI) is partner in CAPO's Utility Assistance and Weatherization program and provides training and technical assistance related to residential energy efficiency improvement and weatherization for low-income households, as well as workforce development in new contractor training and certification.

General Position Description

The Oregon Training Institute (OTI) Lead Instructor is responsible for organizing and coordinating logistics as well as delivering technology training for staff related to residential energy efficiency, energy conservation programs, and diagnostic technologies for HVAC equipment. This position assists the Director in reviewing, evaluating, and creating all policies and procedures related to curriculum development, delivery, and implementation, including the overall management of the Residential Energy Analyst program/BPI Certification & Re-Certification Standards. This may include formal classroom training, end-user and technical professional orientations, web-based training, and other venues determined to be appropriate and effective for meeting the skills development requirements from the implementation and ongoing use of a nationwide database system.

Essential Duties

- ✓ Support the operations of OTI Training Program by coordinating trainings with the Oregon Energy Coordinators and Affiliates (OECA) Training and Technical Assistance (T&TA) committee.
- ✓ Support the operations of training delivery.
- ✓ Provide training either virtually or in-person as needed.
- ✓ Assist in the coordination of instruction in classroom and field settings for energy related programs.
- ✓ Work collaboratively with Oregon Housing and Community Services Energy Services to improve operations and program performance at the request of the Director
- ✓ Maintain tracking systems for attendees at trainings/conferences and measure their progress; compile data and analyze past and current year training requirements.
- ✓ Secure trainers, locations, and facilities to conduct trainings and meetings.
- ✓ Work with CAPO Communications consultants to maintain the website.

Required Qualifications

- ✓ A minimum of two years of experience as a trainer, workshop instructor, or conference organizer.
- ✓ Experience in building trades, building science, and energy conservation principles.
- ✓ Excellent written, verbal, and listening communication skills.
- ✓ Ability to work both independently and as a team member.
- ✓ Valid Oregon Driver's License, current auto insurance and a driving record that will allow individual to be covered by CAPO's insurance.
- ✓ Must reside within commuting distance to Salem, Oregon.

Preferred Qualifications

- ✓ English/Spanish Bilingual.
- ✓ Experience with low-income programs.
- ✓ Demonstrate established relationships with community-based organizations, state agencies, private sector partners, and individuals to help develop collaborative services.
- ✓ Hold current Home Energy Performance certifications from BPI and is in good standing.

Skills & Abilities

- ✓ Ability to work independently/remotely with a flexible work schedule.
- ✓ Work well within a team environment and with community members.
- ✓ Work on various tasks simultaneously in an effective, efficient manner.
- ✓ Available to work evenings, weekends and provide out-of-town training sessions, as necessary.
- ✓ Demonstrated ability in problem solving and decision making.
- ✓ Strong organizational skills and attention to detail.
- ✓ Knowledge of PC, email, word processing, and database software

Additional information about employment, salary, and benefits:

The OTI Lead Instructor is a full time, non-exempt employee of CAPO, and reports to the OTI Director.

Starting Annual Salary: \$70,000. Benefits include full medical/dental/eye coverage for the employee and 80% coverage for family members; 401(k) to begin contributing to immediately, with CAPO adding 5% of annual salary after one year of employment; \$50k in paid life insurance (with option to purchase more coverage); twelve paid holidays; generous vacation and sick leave; and parental and medical leave.

This posting will remain open until **Friday, December 2nd**, with the goal of completing the interview process no later than December 14th, 2022, and with an expected start date as soon as possible thereafter.

To apply, send resume with cover letter via email to: Norah Owings, Operations and Grants Manager, Community Action Partnership of Oregon (CAPO), Norah@caporegon.org.

Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. CAPO does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency.