



Community Action Partnership of Oregon (CAPO) Position Announcement: Oregon Training Institute – Workforce Development Coordinator

Who We Are

Community Action Partnership of Oregon (CAPO) is the State Association for Oregon's Community Action network of 17 Community Action Agencies (CAA) 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 part of 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 Job Description

The Workforce Development Coordinator reports to the OTI Director and is responsible for supporting OTI operations related to a new Department of Energy grant. The purpose of the grant is to increase the representation of historically marginalized communities within the contractor workforce for home energy efficiency and weatherization.

Essential Duties

Grant Implementation and Coordination

- Support program design and development in early phases of DOE grant implementation, including the structure of internships and contracts with program participants (students and trainers).
- Contribute to applications and maintenance of OTI accreditation requirements.
- Work closely with CAPO Operations and Grant Manager to assure that fiscal and reporting requirements of grant are met.
- Coordinate and track invoicing and payments from class participants and to trainers or contractors and coordinate with CAPO's fiscal services provider as needed.
- Assist in writing quarterly program reports for federal grants (DOE).
- Contribute to development of community partnerships to expand program statewide.

Training Delivery Support

- Assist in the coordination of instruction in classroom and field settings.
- Secure trainers, locations, and facilities to conduct trainings and meetings.
- Provide marketing, outreach, and recruitment of new participants.
- Maintain tracking systems for participants and measure their progress.
- Compile data and analyze past and current year training requirements.
- Provide online written exam proctoring as needed.
- Coordinate with key stakeholders, including Oregon Energy Coordinators and Affiliates (OECA), workforce development boards and other CBOs.

- Work collaboratively with Oregon Housing and Community Services (OHCS) Energy Services, Oregon Department of Labor, Oregon Department of Energy, and federal agencies such as DOE to improve operations and program performance.

Required Qualifications:

- Ability to work remotely from a home office and commute as needed to a training facility in Salem, Oregon.
- Three to five years of administrative and program support experience, preferably in a technical field.
- Proficient with the Microsoft Office Suite, and able to learn new platforms quickly.
- Excellent written, verbal, and listening communication skills.
- Excellent quantitative skills, including experience and comfort with data, and a basic understanding of fiscal processes.
- Valid Oregon Driver's License, current auto insurance and a driving record that will allow individual to be covered by CAPO's insurance.

Preferred Qualifications:

- Experience with Learning Management Systems and implementing/coordinating technical training programs.
- Experience with state or federal grants, including data collection, reporting and fiscal management.
- Spanish-speaking a plus.

Skills & Abilities:

- Work well within a team environment and with community members.
- Work on various tasks simultaneously in an effective, efficient manner.
- Available to attend national conferences or regional meetings periodically 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 and desire to work with culturally specific populations.

Employment, Salary, and Benefits

The OTI Program Coordinator is a full-time, salaried employee of the Community Action Partnership of Oregon, supervised by the OTI Director.

The annual salary for this position is \$60,000. Benefits include full medical/dental/eye coverage for the employee and 80% coverage for family members. CAPO provides a 401(k) plan for all employees to begin contributing to immediately, with CAPO adding 5% of annual salary after one year of employment. \$50k in life insurance provided for employees. CAPO offers 12 paid holidays, plus paid vacation, sick leave, and family/parental leave.

To apply, send a **resume with cover letter** via email to: Norah Owings, Operations and Grant Manager, Community Action Partnership of Oregon at Norah@caporegon.org.

Recruitment for this position will close on October 7th, with completion of the interview and hiring process no later than November 4th, and a start date as soon as possible after the hiring process is completed.

Why work for CAPO?

Community Action Partnership (CAPO) is a small, tight-knit staff that works passionately in a variety of program areas to serve low-income families in Oregon. If you are a kind, smart, service-minded individual who is excited and energetic about helping us increase our impact on the lives of the most vulnerable in our communities, we welcome your application. We value a diversity of lived experiences on our team, and we can't wait to hear more about what makes you unique.

The specific statements reflected in each section of this Job Description are not intended to be all inclusive, but the basic elements and criteria considered being necessary to satisfactorily perform the duties associated with the position. Employee will also perform other related business duties as assigned by immediate supervisor and other management as required.

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 us.