

**JOB TITLE:** Energy Education Coordinator

**SUPERVISION RECEIVED:** Reports to and works under the general supervision of Weatherization Program Manager who assigns duties and reviews work for effectiveness according to established work standards.

**SUPERVISION EXERCISED:** Supervision of other employees is not a responsibility of this classification.

**POSITION SUMMARY:** Identify resources, develop curriculum, and work with low-income clients and families to provide energy efficiency, conservation and money management instruction. This position will work with clients and families, schools, social service organizations and members of the community to reduce the impact of energy costs through client education, weatherization, program referrals and utility payment assistance. The Energy Education Coordinator also has responsibility for working with landlords, homeowners, owners and/or onsite managers of multi-unit dwellings, and mobile home parks, as well as other community partners to schedule and provide energy education to consumers. Education may be provided via mail-outs, one-on-one, in-group sessions, or during demonstrations, in-home visits and/or dwelling inspections.

**ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES**

*The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Performs intake and assessment of potential clients to determine need and eligibility for services.
2. Prepares, schedules, markets and delivers an interactive energy education curriculum to facilitate participants' learning about energy efficiency, conservation and money management.
3. Contacts and engages clients and their families in energy conservation projects, including home energy use assessments, dwelling assessments, conservation methods, and documentation of actual energy savings over the course of the project.
4. Solicits and arranges for delivery and installation of self-help conservation materials in client homes.
5. Provides direction to consumers for solving energy related problems.
6. Conducts energy conservation/money management workshops.
7. Monitors and evaluates client progress toward goal achievement throughout the program and facilitate completion of projects.
8. Maintains records and statistical information, analyzes data on energy consumption, prepares purchase orders, and other required paperwork and reports as necessary.
9. Develops educational materials to support energy education services.
10. Makes presentations regarding the services provided by the energy education program at public meetings of potential consumers, civic groups and other appropriate audiences.
11. Additional duties as assigned.
12. Regular attendance is a requirement of this position.

13. Maintenance of a professional and courteous manner, and an ability to work harmoniously with other employees and the general public.

## **QUALIFICATIONS & REQUIREMENTS**

**EXPERIENCE AND TRAINING:** High School diploma or equivalent plus two years of additional training in social services, energy conservation or adult education or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must have a working knowledge of energy conservation principles; the ability to conduct conservation workshops, dwelling inspections and one-on-one and group educational sessions and to communicate effectively, both orally and in writing.

**SPECIAL REQUIREMENTS:**

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

Must have a valid Oregon driver's license with insurable driving record to operate a vehicle on agency business.

May require some weekend and/or evening availability.

## **WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS**

*The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Working conditions can be unpleasant. Exposure to dust, dirt, mud, weather, noise requiring hearing protection, fumes, cramped, dirty and dark spaces.

Physical Demand: Lifting: often under 5 lbs: 75%; often 5-25 lbs: 20%; rare 25-60 lbs; 5%.

Mental/Visual Demand: Continuous: Constant alertness of physical surroundings when on a job site.

Equipment & Tools: Computer, Projector, Hand Tools, Testing Equipment, and use of Industrial Vehicle's.

**AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_