



2900 SE Stark St, Suite A  
Portland, OR 97214  
Tele 503.284.6827  
www.CommunityEnergyProject.org

## POSITION DESCRIPTION

<b>ABOUT</b>	Community Energy Project is an independent nonprofit that delivers DIY workshops on conservation and safety, as well as direct services in these areas to seniors and people with disabilities. CEP provides Home Energy Scores, on-bill financing, and contractor referrals. We will soon connect low-income Oregonians to Community Solar.
<b>MISSION</b>	Community Energy Project believes that everyone deserves a safe, healthy, efficient home regardless of income.
<b>TITLE</b>	Community Engagement Manager
<b>COMPENSATION</b>	\$41,600 – \$49,900 annually, 1.0 FTE, exempt paid sick and vacation; health insurance paid; 403(b) available.
<b>REPORTS TO</b>	Program Director

### POSITION SUMMARY

The Community Engagement Manager oversees the Community Education Department, currently responsible for serving 1,200 households annually. They will also work closely with the Program Director to create a new Community Solar program in CEP's role as Low-Income Facilitator, connecting low-income communities to Solar subscriptions. They will manage two workshop coordinators, ensure contract compliance, program evaluation, and cooperative interpersonal relationships.

They promote Community Energy Project's mission, vision and values by promoting maintenance of current and development of new relationships with community members, other non-profit organizations, government agencies, the private sector, volunteer organizations, funders, and the media.

### ESSENTIAL RESPONSIBILITIES

#### 1. Management: Personnel, Contracts, Program

- a. Manage the Community Engagement Team: Community Educators for Weatherization and Lead Poisoning Prevention; future positions
- b. Work with Program Director to make strategic recommendations about program expansion.



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- c. Conduct annual performance evaluations, disciplinary actions, personnel changes
- d. Ensure quarterly and year-end reports are completed on time and submitted to funders
- e. Take part in fundraising activities – grant-writing, RFPs, etc.
- f. Ensure that program delivery is according to contract, that goals are met
- g. Facilitate cross-training, teambuilding, efficiency between programs
- h. Ensure program delivery is equitable and inclusive, and frequently evaluated
- i. Data management - for self and staff

**2. Community Education**

- a. Workshop supply management – ordering, inventory
- b. Contract compliance
- c. Learn content of all CEP workshops, deliver as needed
- d. Assist other departments with presentations – utilizing the style guide, delivery

**3. Community Solar**

- a. Work with the Program Director to ensure delivery of the new Community Solar program as defined by the Public Utility Commission
- b. Implement marketing plan to reach new Community-Based Organizations state wide
- c. Aid in recruiting and facilitating stakeholder organizations and individuals
- d. Network with community partners, maintain/build relationships for future collaboration

**QUALIFICATIONS and REQUIREMENTS**

1. Minimum Bachelor's Degree or three years' experience in outreach, program development, and partnership building
2. Experience in adult education; Diversity, Equity, and Inclusion; Environmental justice; renewable energy preferred
3. Must have a minimum of three years experience with group facilitation, public speaking, and nonformal community/adult education for both lay and professional audiences
4. Excellent interpersonal skills—able to manage and communicate effectively with diverse individuals and groups of people in a variety of manners, including public speaking/presentations
5. Show ability to manage staff in a way that fosters creativity, teambuilding, problem-solving and collaboration with a genuine interest in developing skills of staff, conflict resolution
6. Experience managing project budgets and timelines preferred
7. Experience with data management, data analysis, reporting, and program evaluation
8. Must have the availability to work a flexible schedule, including some evenings and weekends
9. Must have a valid driver's license, good driving record, and access to a vehicle, willingness to travel around state, sometimes for several nights
10. Bicultural/Bilingual in Spanish, Chinese, Russian, Vietnamese helpful



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**Statement of Inclusion**

Community Energy Project is an Equal Opportunity Employer. Community Energy Project values and operates by a policy of inclusion, providing equal opportunity to all persons regardless of their protected status, including race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, and/or any other class determined by law.

**Additional:**

- Position requires extensive time sitting in front of a computer as well as long periods of time standing while working out in the field at community events, workshops, and training events. Applicant may have to be able to lift 25lbs repeatedly, load and unload outreach and workshop materials from the warehouse to vehicle at the beginning and end of events, lift boxes when receiving shipments of materials, and stand for extended periods of time
- Required driving personal and/or company vehicle to trainings, meetings, and events locally and statewide
- May travel nationally to attend conferences and conduct professional trainings for up to one week at one time
- Non-smoking, drug-free workplace