

## **POSITION DESCRIPTION**

<b>MISSION</b>	Community Energy Project believes that everyone deserves a safe, healthy, efficient home regardless of income.
<b>TITLE</b>	Community Educator - Lead Poisoning Prevention
<b>COMPENSATION</b>	\$15-\$19/hour, DOE (full-time, nonexempt) paid sick and vacation; health insurance fully paid
<b>REPORTS TO</b>	Engagement Manager

### **POSITION SUMMARY**

The Community Educator will work with partners to coordinate and conduct several types of workshops, chiefly on Lead Poisoning Prevention, Lead Safe Home Projects, and Weatherization. The Educator will give approximately 90 workshops per year, sharing safety and conservation skills with hundreds of participants, and will clean and distribute 30 HEPA vacuums per year.

### **ESSENTIAL RESPONSIBILITIES**

#### **A. Teaching Workshops and Program Coordination**

1. Coordinate and conduct workshops: scheduling, facilitating, teaching, outreach, and registration.
2. Manage supplies: assemble workshop kits, ordering and distribution.
3. Thoroughly clean and distribute HEPA vacuums for loan program.
4. Work with volunteers to lead presentations, assemble kits, enter data, and conduct follow-up phone surveys. Assist with training and evaluation of volunteers.
5. Conduct program outreach, such as relationship building with community partners and possible interaction with the media.
6. Demonstrate a commitment to our Equity Plan by developing a thorough knowledge of diversity, equity and inclusion; participate in staff training; model appropriate behaviors; and nurture an understanding of their impact in a racially and culturally diverse community.

#### **B. Data Management and Reporting**

1. Complete and track all workshop paperwork
2. Accurately enter participant data/oversee data entry, ensuring a high level of accuracy for contract compliance.
3. Conduct data analysis and create quarterly reports.
4. Maintain the database of all workshop participants, workshop schedule, and community workshop host sites/contacts.
5. Track supply ordering and distribution.

## QUALIFICATIONS and REQUIREMENTS

1. Strong communication and interpersonal skills with diverse colleagues and the public
2. Must have experience with group facilitation and public speaking – comfortable speaking and sharing information with diverse groups of adults.
3. Comfortable working with families, including teaching workshops with pregnant and breastfeeding parents, as well as children of all ages in attendance.
4. Experience working with MS Office Suite (Word, PPT, Excel) and Google Applications.
5. Dedication to working collaboratively as part of a team as well as the motivation to work independently.
6. History of being highly organized, dependable, and punctual.
7. Must be able to lift 40 lbs. repeatedly, load and unload supplies and be able to stand for extended periods of time.
8. Must have availability to work flexible schedule, including many evenings and weekends.
9. Must have a valid driver's license, good driving record, and access to a vehicle.
10. Bilingual/Bicultural in Spanish, Chinese, Russian, Vietnamese, or Somali preferred.

### Statement of Inclusion

Community Energy Project is an Equal Opportunity Employer. CEP 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.

- Required driving personal and/or company vehicle to trainings, meetings, and events
- Requires cleaning HEPA vacuum cleaners, and the safe handling of potentially lead-contaminated dust

### TO APPLY

Please submit *complete* information for each of the items below in order to be considered for this position. We need all the application packet items by **9:00 AM Wednesday, June 19<sup>th</sup>, 2019**

- A. Resume**
- B. Cover Letter** (*can include answering the following questions*)
- C. Answer the following screening questions:**
  1. This position requires a flexible, variable schedule with many evening and weekend projects year-round. Are you able to work 1-2 evenings a week and nearly every Saturday in the colder months? **(Yes or No)**
  2. This position requires transportation to project sites with weatherization kits, props & models, and presentation equipment.
    - a. Do you have access to a vehicle? **(Yes or No)**
    - b. A clean driving record? **(Yes or No)** and
    - c. Insurance for the vehicle you'd be using? **(Yes or No)**
  3. This position requires you to lift up to 40lbs repeatedly, load and unload workshop materials from the warehouse to vehicle at the beginning and end of workshops, when assembling kits, or receiving shipments of materials, and stand for extended periods of time. Can you perform *all* of these tasks? **(Yes or No)**

□ **D. Supplemental Questions.** *Note that this is a chance to express yourself outside the resume. Please tell us:*

1. Why do you want to work at Community Energy Project as a Community Educator?
2. What can you contribute to our organization and this position?

⇒ **Send the information to:** Haley Mountain, Engagement Manager  
Haley@Communityenergyproject.org  
2900 SE Stark St, Suite A  
Portland, OR 97214  
fax 503-284-9403

**Timeline:**

- Application process closes **9:00 AM Wednesday, June 19<sup>th</sup>, 2019**
- Interview process: **June 20-28th**
- Position starts: **Early-to-mid July**