POSITION DESCRIPTION

MISSION
Community Energy Project believes that everyone deserves a safe, healthy, and efficient home, regardless of income.

TITLE
Community Educator – DIY Weatherization Program

COMPENSATION
$18-$21/hour DOE, (full-time) paid sick & vacation, health insurance fully paid

REPORTS TO
Haley Mountain, Engagement Manager

POSITION SUMMARY
The Community Educator for the DIY Weatherization Program will be responsible for coordinating and delivering up to 60 DIY workshops to 500 Portland-metro residents between October and February. This dynamic position carries a 41-year history in Portland and is CEP’s flagship program. The Educator has the opportunity to connect with diverse audiences across multiple languages, backgrounds, and experience levels as they share practical and valuable skills with others. Additionally, the Community Educator is the primary lead for the delivery of up to 20 DIY Cooling workshops to 200 households between May and August.

This position requires comfort with public speaking and group facilitation for delivering multi-sensory, hands-on home weatherization workshops in Multnomah County. The Educator will also have the opportunity to be cross-trained on other programming, including lead poisoning prevention, community solar, and new programs as they arise. This is a great position for high-energy, organized candidates who love learning as much as they love teaching.

Due to COVID-19, all of our workshops are currently provided virtually via Zoom. However, this program will require some public interaction and contact during the distribution of the free weatherization kits to qualified participants. CEP supports all necessary safety precautions, including mandatory masks, sanitation, and social distancing. The technology and programming necessary to provide workshops from home will be provided to the Educator. Opportunities to work from our office are available (and necessary for short intervals during kit distribution), although the majority of work can be done remotely.
ESSENTIAL RESPONSIBILITIES
1. Teaching Workshops and Program Coordination
   - Coordinate and conduct workshops: scheduling, facilitating, teaching, outreach, and registration.
   - Maintain workshop props, tools, participant kits, and paperwork for workshops (these materials weigh several hundred pounds per workshop)
   - Facilitate the production of participant weatherization kits
   - 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.

2. Data Management and Reporting
   - Complete and track all workshop paperwork
   - Accurately enter participant data/oversee data entry, ensuring a high level of accuracy for contract compliance.
   - Conduct data analysis for quarterly reports
   - Maintain the database of all workshop participants, workshop schedule, and community workshop host sites/contacts
   - Track supply distribution, produce monthly reports

QUALIFICATIONS and REQUIREMENTS
- Strong communication and interpersonal skills with diverse colleagues and the public
- Must have experience with group facilitation and public speaking – comfortable speaking and sharing information with diverse groups of adults
- Experience working with MS Office Suite (Word, PPT, Excel), Google Applications, Zoom
- Dedication to working collaboratively as well as the motivation to work independently
- History of being highly organized, dependable, and punctual
- Must have availability to work flexible schedule, including evenings and weekends
- Must have a valid driver’s license, good driving record, and access to a functional vehicle
- Bilingual/Bicultural in Spanish, Chinese, Russian, Vietnamese, or Somali preferred
- Ability to lift up to 40lbs repeatedly, load and unload materials, when assembling kits, or receiving shipments of materials, and stand for extended periods of time.

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.

TO APPLY
Please submit complete information for each of the items below to Haley Mountain at haley@communityenergyproject.org in order to be considered for this position. We need all the application packet items by 7:00 AM on Monday, November 9th

A. Resume

B. Answer the following screening questions:
   • This position requires a flexible, variable schedule with evening and weekend projects year-round. Are you able to work a flexible schedule, evenings included?
   • This position requires transportation to project sites with weatherization kits.
     o Do you have access to a vehicle?
     o A clean driving record?
     o Insurance for the vehicle you’d be using?

C. Supplemental Questions. A chance to express yourself outside the resume.
Please tell us:
   • Why do you want to work at Community Energy Project as a Community Educator?
   • What can you contribute to our organization and this position?
   • Describe your commitment to this program. Will you be able to commit to this job for the duration of the winter and summer season? (~9 months from hire date)

Send the information to:
Haley Mountain, Engagement Manager
Haley@Communityenergyproject.org

Timeline:
   • Application process closes: 7:00 AM on Monday, November 9th
   • Interview process: November 10th-18th
   • Position starts as early as November 23rd