Energy Efficiency Initiatives Assistant

General Duties:
The Energy Efficiency Initiatives Assistant will work collaboratively with other Weatherization program team members to inform the community about opportunities to impact energy savings. A primary focus of the position will be to engage community members of target areas and enroll households for participation. The Energy Efficiency Initiative Interns will be responsible for collecting the data for the Weatherization team to deliver measures as identified in the program initiatives.

Specific Duties and Responsibilities:
• Works well as part of a team to achieve annual energy savings goals for our clients and businesses through effective energy efficiency programs
• Canvassing door-to-door in selected neighborhoods to collect data
• Complete eligibility determinations
• Provide simple in-home installations
• Provide more skilled in-home installations for which they have been trained
• Communicates with program participants to resolve issues efficiently and effectively
• Participate in providing energy efficiency workshops
• Other duties as assigned

Required Knowledge, Skills, Characteristics and Abilities:
• Driver’s license and ability to travel to client sites
• Ability to pass criminal background check
• Ability to analyze data trends and preparing analytic reports
• Ability to be meticulous and highly detailed with coordinating data, reports, and program information
• Ability to conduct community outreach initiatives including door-to-door interactions with potential clients
• Ability to handle program and client information in a confidential manner
• Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community
• Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work
• Ability to communicate effectively both written and verbally
• Ability to follow written and oral instructions with minimum supervision
• Ability to organize time effectively and to set work priorities
• Good understanding of the English language (spelling, punctuation, grammar)
• Ability to meet the public and interact in a courteous manner
• Possess writing and mathematical skills sufficient to complete all paperwork requirements
• Ability to work as a team member and demonstrate exceptional interpersonal skills including courtesy, professionalism, and a cooperative attitude
• Ability to attend worksites regularly to perform job duties and responsibilities

**Essential Functions:**

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

• Frequent near-vision use for reading and computer work
• Evening and weekend availability is required as needs of the program dictate
• Travel to meetings, training, service delivery, and other client sites
• Sit/stand at a desk 30 - 40% of workweek

**Competencies:**

• Interpersonal Skills
• Motivation to Succeed
• Communication Proficiency
• Problem Solving/Analysis
• Project Management
• Decision Making
• Ethical Conduct
• Time Management

**Work Environment:**

• Office work will be performed in an open cubicle environment. This environment may, at times involve distractions.
• Typically exposed to office noises and interruptions such as printers, phones, and clients. Office work will be performed in an open cubicle environment sometimes involving distractions.
• Time away from the office involves driving to meet with business owners, homeowners, and community groups and may be subjected to noise, weather, and heat.