

Opportunity  
Council

## JOB ANNOUNCEMENT

A private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island and San Juan counties since 1965.  
An Equal Opportunity Employer.

**Position Closes: Wednesday, December 2, 2009 @ 4:00 pm.**  
**Please see end of document for application information**

POSITION: Home CEC Advisor

SERVICE CENTER: Community Energy Challenge

REPORTS TO: Community Energy Challenge Manager

SALARY GRADE: 17

SALARY RANGE: \$15.95 to \$18.79 per hour

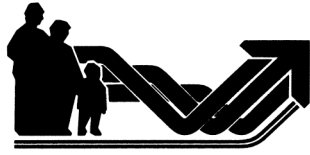
STATUS: Non-Exempt

### JOB SUMMARY:

The Home Energy Advisor is responsible for working closely with customers receiving services through the Community Energy Challenge (CEC) to discuss the potential cost savings that can be realized through various weatherization measures, as well as help the homeowner access funding through lending institutions for those measures. The Home Energy Advisor will also meet with homeowners to ensure that they are able to access all of the various incentives, rebates, and tax credits available for making energy efficiency home improvements.

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Uses the results of a home energy audit to discuss various weatherization options with interested homeowners.
2. Assists customers with accessing funding from lenders partnering with the CEC for energy efficiency home improvements. This includes assisting with completing loan forms and facilitating communication between the bank and the customer.
3. Works with other CEC staff and contractors, schedule appointments for home energy audits, lead and asbestos tests, and weatherization work.
4. Assists in record collection, data entry, and file review. This includes providing follow up with customers, collecting feedback, and tracking energy savings realized by completed houses.



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Data collected from customer will be analyzed to inform program design.

5. Maintains an up to date list of utility rebates, tax incentives, etc. for energy efficiency upgrades for homeowners.
6. Compiles current information pertaining to the measurable impact of weatherization procedures utilized by the Community Energy Challenge (i.e. dollars expected to be saved through weatherization measures, etc.).

### **OTHER RESPONSIBILITIES:**

1. Attends and participates in staff meetings and trainings as required.
2. Other related duties as assigned.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

Bachelors' degree in related field and a minimum of three years' experience or an equal combination of education and experience. Preferred experience and/or education include, but is not limited to, building construction principles, project management experience, and/or energy efficiency principles.

### **SPECIAL REQUIREMENTS:**

Valid Washington State Driver's License by time of hire. Good driving record. A three-year driving abstract must be submitted upon request.

### **SKILLS AND ABILITIES REQUIRED:**

1. Excellent communication skills; ability to communicate program practices and information with others—including individuals, agencies and community resources.
2. Excellent interpersonal skills and the ability to interact positively with clients in an effective and respectful manner. Ability to sell the energy efficiency to the consumer.
3. Effective time-management skills including the ability to work with frequent interruptions.
4. The ability to create an innovative approach or new procedure or system as appropriate.
5. Ability to work independently in a constructive manner.
6. Ability to function as a member of a team, working in collaboration with other staff members.
7. Exceptional record keeping skills ensuring the confidentiality and maintenance of up-to-date, accurate, detailed notes and client information.
8. Ability to maintain confidentially.

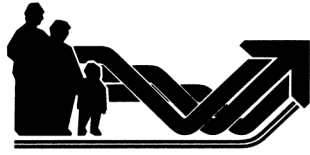
### **GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

Strength: Lifting and carrying general office supplies, typically weighing less than 25 pounds.

Manual Dexterity: Sitting for long periods while keyboarding on the computer, performing routine clerical tasks or speaking and taking notes by telephone.

Mobility: Driving; sitting for prolonged periods

Visual Discrimination: Staring at a computer screen while performing routine clerical and administrative support functions; Driving.



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Hearing: Ability to listen on the phone while taking notes of conversation.

Concentration: Interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people. Regularly provide advice and recommended actions involving complex issues.

Conceptualization: Regularly provides guidance. Position deals with a variety of problems, and the answer sometimes must be constructed from prior knowledge of the agency, its policies, practices and precedents, and the program and functional field.

Judgment/Temperament: Position deals with a variety of problems and the answer sometimes has to be construct from prior knowledge of the agency.

### **WORKING CONDITIONS:**

Work is performed in a fast-paced office environment with frequent interruptions and in the homes of potential clients. Majority of work centers on direct education and services to clients and procedures that require a high degree of confidentiality, tactfulness and respect. Position requires travel for home visits, outreach services and community meetings. Occasionally exposed to outside seasonal weather conditions, dust and/or loud noises such as sirens and traffic congestion.

### **TO APPLY:**

Send resume and cover letter to HR, Opportunity Council, 1111 Cornwall Ave. Suite C, Bellingham, WA 98225 or fax to 1-360-715-8993 by closing date and time.