

## STEP ONE WEATHERIZATION COORDINATOR

**Overall Goal:** To passionately and responsibly lead a crew of HEP Green Team Members to provide energy evaluations and basic weatherization services. The Coordinator will be a mentor, teacher, mediator and skilled tradesperson who is also an active HEP Member upholding the core values of the Hour Exchange Portland Program.

### General Skills:

- Good understanding of basic home energy improvements
- Excellent communication skills in person, by phone and email
- Team building skills with HEP Members, funders and community supporters
- Multi-tasker
- Ability to delegate appropriate assignments to a variety of Green Team Members at various skill levels
- Carpentry experience and moderate skill level
- Proficient in MS Works; Excel, Word and Powerpoint
- Ability to provide appropriate instruction and guidance to Green Team Members and home dwellers
- Knowledge of energy materials to match a wide assortment of home styles and preferences.

### Specializations:

- Certified Energy Technician, or willing to secure this certification.
- Licensed in related occupation trades such as electrical, plumbing or HVAC.
- Master Carpentry preferred, but not required
- Skilled at Step One Home Evaluations ( prioritizing time allotment; material use; number of volunteers)

### Other:

- Clear, comfortable public speaking skills to a variety of audiences
- Must have vehicle, car or van, appropriate for transporting materials to and from sites
- Must have valid driver's license.
- Must have proof of car insurance.
- Flexibility with time necessary to meet home dweller and Green Team schedules
- OSHA 10; First Aide/CPR; Lead Certification preferred, but not required

Position is 32-40 hours, with benefits. Tuesday through Saturday.

For more info call the office (207) 874-9868 or email [Linda@hourexchangeportland.org](mailto:Linda@hourexchangeportland.org)

Send cover letter and resume to:

Linda Hogan

Hour Exchange Portland

470 Forest Ave., Suite 300

Portland, ME 04101