



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.CommunityEnergyProject.org

POSITION DESCRIPTION

CEP	Community Energy Project is an independent nonprofit organization that provides interactive workshops on home weatherization, lead poisoning prevention, and insulation and also provides weatherization and repair services to seniors and people with disabilities.
MISSION	Community Energy Project believes that everyone deserves a safe, healthy and efficient home regardless of income.
TITLE	In-Homes Auditor
COMPENSATION	\$15-\$19, 1.0 FTE, nonexempt, paid sick and vacation and health insurance; 403(b) and other options available.

POSITION SUMMARY

The In-Homes Auditor will provide home audits for our existing In-Homes Weatherization and Repair program. In addition, this position will conduct energy audits and produce home energy score reports as part of our new Home Energy Score program. S/he is responsible for data collection and analysis, reporting and quality assurance for program service delivery.

S/he is expected to provide excellent customer service and build trust with clients in a respectful and culturally-competent manner. This employee must become a registered Home Energy Score auditor.

ESSENTIAL RESPONSIBILITIES

- 1) Complete home assessments, determine scope of work, and provide necessary referrals for In-Homes clients.
- 2) Complete home energy audits, collect data and produce home energy report for clients.
- 3) Coordinate work orders with subcontractors.
- 4) Provide information and home consultation services to clients.
- 5) Provide support to clients and resolve issues with service.
- 6) As needed, provide advice and consultation on Home Performance and repair needs for homeowners.
- 7) Directly deliver service to clients when needed.
- 8) Network with community partners, maintain/build relationships for future collaboration for service delivery, information and referral, and fundraising
- 9) Assist with outreach and marketing efforts in support of program
- 10) Assist with large CEP volunteer events, annual fundraising events/celebrations, as necessary



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QUALIFICATIONS and REQUIREMENTS

1. Bachelor's Degree preferred, but not required.
2. Minimum of two years' experience in home performance or home energy scoring. BPI certification preferred.
3. Must become a registered home energy score inspector within 6 weeks of hire.
4. Ability to attract, negotiate terms, and work with building professionals like plumbers and electricians.
5. Excellent interpersonal skills—able to manage and communicate effectively with diverse individuals and groups of people in a variety of manners.
6. Experience working with Microsoft Office Suite.
7. Must be able to create thorough, informative reports based on program data to meet contract requirements of several funders.
8. Must have the availability to work a flexible schedule, including some evenings and weekends.
9. Must have a valid driver's license, good driving record, and access to a vehicle.
10. Bicultural/Bilingual in Spanish, Chinese, Russian, Vietnamese or other language spoken in the Portland Metro area desirable.

Working Environment

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.

- Position requires extensive time sitting in front of a computer as well as lifting 50 lbs repeatedly, lifting boxes when receiving shipments of materials, and stand for extended periods.
- CEP operates in an office setting with several staff that are in and out of the field all year long
- Required driving personal and/or company vehicle to trainings, meetings, and events locally and statewide
- Non-smoking, drug-free workplace